

**Cymdeithas Grefyddol
y Cyfeillion (Crynwyr)
yng Nghymru a'r
Gororau**

Cymar

**The Religious Society
of Friends (Quakers) in
Wales and the Marches**

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**Charitable Incorporated
Organisation**

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**Registered charity number:
1207878**

Privacy Policy

Date approved by trustees: 2024.10.10

Date received by AGM:

Date reviewed:

The Religious Society of Friends (Quakers) in Wales and the Marches - Cymdeithas Grefyddol y Cyfeillion (Crynwyr) yng Nghymru a'r Gororau CIO (Cymar) Data Protection Officer is the data controller for the personal data we collect for the administration of the Charity. The contact details for Cymar are: Jeremy Brignal-Thorp, Data Protection Officer (*insert generic email address*), or write to Data Protection Officer, Swansea Quaker Meeting House, Pagefield House, Page Street, Swansea SA1 4EZ

We may collect personal data from members of the public via a contact form on associated Crynwyr Cymru – Quakers in Wales (CCQW), Area Meeting and Cymar websites. This data is only used to respond to enquiries as appropriate.

We collect personal data from our members and people closely associated with the organisation for the legitimate interests of our organisation, and associated organisations. This includes:

- Basic membership data
- Contact information
- Biographical data for nominations procedures

We collect some data for the performance of contracts such as:

- Employment data for our employees

Where appropriate we will ask for consent for collection and management of personal data, such as:

- Data collection from non-members
- Data collection from children
- Sharing information outside Cymar

We shall never sell any personal data

We shall take appropriate measures to ensure data we collect is kept securely. This includes:

- Keeping certain data in locked storage areas
- Securely shredding personal data
- Ensuring only the relevant people have access to personal data

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- Taking measures to ensure security of data on digital systems such as ensuring our devices are password protected and have up to date anti-virus software

Cookies

Cookies are text files stored on your computer, and accessible only to the websites which create them.

Our websites may from time-to-time use cookies and log files:

- for statistical analysis
- to understand user behaviour
- to administer the sites
- to tailor the information presented to a user based on their preferences
- and to improve the user experience

Any information gathered by our use of cookies is compiled on an aggregate, anonymous basis.

Most web browsers automatically accept cookies. You may delete, or disable cookies by following the instructions at <http://www.allaboutcookies.org/manage-cookies/>. Please note that you may not be able to take full advantage of a website if you disable cookies. Our website uses cookies to keep you logged in, so disabling cookies may impair your experience of the service.

Further information about cookies can be found on the Interactive Advertising Bureau's website www.allaboutcookies.org.

Log files

Our systems may automatically gather some anonymous information about visitors, including IP addresses, browser type, language, and the times and dates of webpage visits. The data collected does not include personally identifiable information. It is used, as described above, for statistical analysis, to understand user behaviour, and to administer the site.

Google Analytics

Our websites may use Google Analytics, a web analytics service provided by Google, Inc. ("Google"). The information generated by the cookie about your use of our website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of our website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. Further information about Google's privacy policy may be obtained from <http://www.google.com/privacy.html>

Social media

If you share our content through social media, for example by liking us on Facebook or following or tweeting about us on Twitter, those social networks will record that you have done so. They may set a cookie for this purpose.

In some cases, where a page on our website includes content from a social network, such as a Twitter feed, or Facebook comments box, those services may set a cookie even where you do not click a button. As is the case for all cookies, we cannot access those set by social networks. Social networks cannot access cookies we set ourselves.

External links

Our websites may contain links to websites operated by third parties under different privacy policies. Should you choose one of those links, you will be leaving the Cymar or its constituent bodies websites and this privacy notice will no longer apply.

Any changes we may make to our privacy notice in the future will be **posted on this page (i.e. the appropriate website page)** and, where appropriate, notified to you by email.

If you are unhappy with how your personal data has been managed, please contact our Data Protection Officer (**insert generic email address**). If you are still unhappy after discussion with the Data Protection Officer, you can contact the Information Commissioners Office here: <https://ico.org.uk/>