

Pacific Yearly Meeting Personal Data Privacy Policy (Working Version)

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Overview

This working policy pertains primarily to the website of Pacific Yearly Meeting of the Religious Society of Friends. You can [read more about Pacific Yearly Meeting here](#), and our main website is <http://www.pacificyearlymeeting.org>. As of the publication date, this is the current working policy of the Communications Committee, pending any final changes and approval.

What Personal Data we collect, and why we collect it

Personal data collection principally occurs and is managed through the website. Personal data that is extracted from the website, such as event registration records, are also governed by this policy.

Comments

When you leave comments on the PYM website, we collect the data shown in the comments form, and also your IP address and browser user agent string to help with spam detection.

Media

We try to avoid uploading location data (EXIF / GPS) that might be embedded in images published on our website. We encourage visitors to avoid this as well. Such location data can be extracted by other website visitors, which might be against the wishes of the people depicted in the images.

Documents

Documents and other website content with personally identifiable information (PII) -- like email addresses, street addresses, and phone numbers -- should be explicitly approved for posting on the website by anyone with PII reflected in those documents. PII in website content presents an exposure of this information to anyone visiting our website (manually or programmatically).

Contact forms

We have various contact forms throughout the website. In addition to sending an email to the appropriate contact person for the information you have submitted, the submitted information will be stored, along with your IP address (references the device from which the form was submitted) and browser user agent string to help with spam detection.

Cookies

This site uses cookies as a default capability of our platform (WordPress). Cookies are small files placed on the user's computer. Among other things, these allow us to see the IP addresses of visitors and give us information about who is using the website. These cookies can be removed manually by the user using standard browser functions.

When you log in, we may set up cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed. If you edit or publish an article on the website, an additional cookie will be saved in your browser. This cookie includes no Personal Data and simply indicates the post ID of the article. It expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if you had visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content.

Pacific Yearly Meeting does not collect usage or other information about user interaction with those third-party sites.

Registration for Yearly Meeting programs and events

The website houses the registration system for the Annual Session of Pacific Yearly Meeting. These data are retained throughout the registration and post-registration period to aid the committees of the Yearly Meeting involved in planning, coordinating and evaluating the Annual Session. This information includes Personal Data like names, home and email addresses, and phone numbers entered by registrants. Access to this data is restricted to select people directly involved in coordinating the Annual Session event and limited to the information required for each purpose. These select people include the Registrar, members of the Arrangements and Ministry and Oversight committees, the Statistical Clerk, the appointed technical individual(s) who support the site and other individuals delegated by the yearly meeting to coordinate youth programs.

Registration data is also used to produce the Annual Session attenders list, which is printed and distributed to program participants and PYM committee members. There will also be an option to exclude specific people from this listing, upon request.

Membership data and online directory

The Yearly Meeting has plans to implement an online directory, which would house all of the relevant information found in monthly and quarterly meeting directories, plus information on yearly meeting committee members, officers, representatives and liaisons. Data within the directory will be restricted for access by authorized users. Authorized users for each monthly meeting would have access to all of the directory information for their own meeting, plus more limited information on the Quarterly and

Yearly meeting clerks, committees and so on. Authorized monthly, quarterly and yearly meeting delegates would be able to maintain and distribute directory information for their respective constituencies.

The data gathered and managed for the PYM directory will only be used for publishing the directory, and individual contact information in the directory will only be shared with approved recipients within PYM and its affiliated organizations.

How we protect Personal Data

We maintain appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your Personal Data, including usernames, passwords, transaction information and other data stored on our sites. We will delete or de-identify your online Personal Data when it is no longer needed for its original stated purpose.

Your privacy rights

As an individual you may:

- Ask us to provide you with information regarding the Personal Data housed on the site pertaining specifically to you.
- Provide information to rectify, update or complement inaccurate or incomplete Personal Data concerning you.
- Request that we delete all online Personal Data identifiably pertaining specifically to you.
- Notify the Pacific Yearly Meeting Clerk or Ministry and Oversight Committee if you are unhappy with the way we have treated your Personal Data or any related privacy request you have made of us (see <https://www.pacificyearlymeeting.org/contact-us/>).

Analytics

In order to better serve the users of our site, we use analytics software to see what browsers, operating systems, and devices our users are logging in with. Analytics also track geographical location of users; however, your specific IP address is anonymized so your personal location is not tracked.

Who we share your data with

We do not share any information about our site visitors with outside non-affiliated organizations. All information collected is explicitly for the use of Pacific Yearly Meeting and its constituent Quarterly Meetings, Monthly Meetings, and Worship Groups, as well as Quaker organizations formally affiliated with PYM when this includes an approved sharing of PYM directory information.

How long we retain your data

We do our best to maintain accurate records of all our site activity. Most of this information is retained indefinitely. However, registration information collected via forms or surveys is retained up to three years online, then only retained offline as needed for PYM planning purposes.

Currently we do not offer commenting or discussion on our sites. Should we enable this capability in the future, it will offer standard WordPress functionality: If you leave a comment, the comment and its metadata will be retained indefinitely. This will allow us to maintain a history of any public conversations among PYM Friends that occur on the PYM website. For users who register on our website, we also indefinitely store personal information provided in their user profiles. All logged-in users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the Personal Data we hold about you, including any data you have provided to us. You can also request that we erase any Personal Data we hold about you, and we will do our best to erase it. However, we will not erase any data we are obliged to keep for legal or security purposes or for necessary administrative functions like financial record-keeping. We collect registration and survey information through our site. This data is not shared publicly online, though aggregated summaries of such data may be shared. We will remove any records with your personal information from our website, if you request in writing that we do so. This information may be retained offline indefinitely for planning and administrative purposes.

Where we send your data

All data we collect is explicitly for use by Pacific Yearly Meeting and its constituent members, meetings, worship groups, quarterly meetings and affiliated organizations. We do not share any information about our site visitors with outside and non-affiliated organizations.

Visitor comments may be checked through an automated spam detection service.

Your contact information

Visitors submitting comments or creating user accounts on our site will share their IP and email addresses with us. Access to IP and email addresses submitted in this way is restricted to site administrators.

Contact information submitted through registration and survey forms is only used internally by our planning committees and is not shared online or publicly.

In the future, personal information may be included in an online member directory, available only to members of PYM. Contact information will be excluded or removed from this directory if you request in writing that we exclude it.

Additional information

How we protect your data

The PYM Communications Committee and web hosting providers do their best to protect our online resources from malicious usage or unauthorized intrusion. Our hosting company follows best accepted

security procedures, and we do our best to keep abreast of current security concerns and to install defenses against hackers, spam, and other efforts to compromise our site(s).

Data breach procedures we have in place

If we discover that our site(s) or data have been compromised, we will notify all potentially affected users of the site immediately by email of that attack. We will also publicly notify site visitors of the situation through a post on the site(s) within a week of the discovery of any data breach. Please review our [Data Breach Policy](#) for more details.

Third parties we receive data from

We do not collect or utilize data from outside organizations on our site(s), except anonymous analytics data. As a courtesy, we offer links to other sites (mainly Quaker organizations), though no data is exchanged with those sites.

Automated decision making and/or profiling

We do not utilize any automated decision making or advertisement suggestion software.