The spiritual basis of the work of Pacific Yearly Meeting Communications Committee is to strengthen the bonds between Friends, nurturing and growing our beloved community by facilitating communication among Friends. After many years of laboring, in the fall of 2017 we discerned that we were led to bring to Representative Committee a proposal to develop a communications database for the whole Yearly Meeting. The purpose of the database is three-fold: (1) Directory: to allow individual Friends to easily find and communicate with each other through the creation of a Pacific Yearly Meeting-wide directory; (2) Email lists: to allow groups of Friends to communicate with each other through the development of email distribution lists; and (3) Membership database: to provide Pacific Yearly Meeting's statistical clerk(s) with a current count of members, by name and Monthly Meeting. Representative Committee united with our leading, and this is recorded in Minute RC 2020-11.

Friends can provide their information in one of two ways: (1) individuals can fill out a google form for themself and their family. The form allows them to decide how much information to provide and whether they would like to opt out of being contacted or of being in the Pacific Yearly Meeting directory; or (2) by including their information in a spreadsheet that the monthly meeting provides to the Communications Committee. Monthly meetings are given the choice of which method they think would work best for their community; Communications Committee suggests this decision should be discerned and minuted in the monthly meeting's meeting for worship on the occasion of business.

We bring forward three policies for approval.

Pacific Yearly Meeting Communications and Membership Database Policies

1. Information Included in the Communications and Membership Database

The PacYM Communications Committee, which is responsible for the PacYM communications database, is committed both to simplicity and to providing PacYM officers, committees, and representatives with the information they need to carry out their ministry. As of February 2021, the committee has discerned that the database will store the following information:
- full name*
- year of birth
- pronouns
- racial/ethnic identities
- mailing address
- phone number
- email address
- primary monthly meeting or worship group*
- membership status*
- roles served in primary monthly meeting
- "do not publish" option (whether the Friend's information may be included in directories produced from the database)
- "do not contact" options (whether this Friend may be contacted by phone and/or email)
- roles served in yearly meeting and quarterly meeting (this information is provided directly by the yearly and quarterly meetings)

*designated as required fields

The committee will request that Friends with children (under 18) in their care provide the following information for each child:
- full name
- month and year of birth
- primary monthly meeting or worship group
- name of parent/guardian

Additionally, the committee will request that Friends who sometimes bring children who are not usually in their care (e.g., grandchildren, children of another Friend) to Quaker gatherings indicate this.

2. Membership Information

Communications Committee believes that for the database to fulfill its membership function, all members would need to have their names and monthly meetings recorded in the database. This information is already maintained by the yearly meeting, but in a less secure form than the database. When someone who is a member of a monthly meeting in Pacific Yearly Meeting does not provide their information for the database, the Communications Committee and Statistical Clerk, guided by the discernment of the directory manager of the Friend's monthly meeting, may enter into the database limited information about them from other sources (e.g., monthly meeting directories):
- full name
- primary monthly meeting
- membership status

This information will be classified as "Do Not Publish" in the database, meaning that <u>it will not be visible in any directories generated from the database</u> and only individuals with direct access to the database (a small number of Friends who serve in certain yearly meeting roles and who have undergone training to use the database) will be able to see and use the individual's information. In particular, it will not be accessible through searching the internet.

3. Access to and Transmission of Directories Derived from the Database

Direct access to the database will be limited to as few Friends as feasible, and these Friends will be required to undergo training in how to use the database before being given access.

Any member or attender of a monthly meeting or worship group within Pacific Yearly Meeting, and any Friend serving on a Pacific Yearly Meeting committee, may view and download the current PacYM directory as a pdf from a password-protected section of the website. The pdf will also be password protected.

Friends are expected to practice respectful stewardship of other Friends' personal information. Accordingly, Friends may not send directories by email. A Friend who wishes to share a directory with another Friend <u>within</u> Pacific Yearly Meeting may:
- instruct them how to download a copy from the PacYM website, or
- print a copy and share it in person or by postal mail

Friends should <u>not</u> share directories outside of PacYM. If someone outside PacYM needs access to a directory, they should contact the Communications Committee (communicationsclerk@pacificyearlymeeting.org).

Quaker organizations, Friends from other yearly meetings, and individuals with a need to contact Quakers (e.g., a researcher of Quaker history) may contact the Communications Committee to request directories. Communications Committee will then discern whether the request is in accordance with the policies and agreements it has made with Friends and respects the privacy needs of each person whose information is published in the directory. Data will not be shared for commercial purposes.