Request for a user account

Please fill in your details and give to your Monthly Meeting Clerk or to a User Data Manager. An online version can be sent to you.

Your given name(s):

Your preferred name:

Your family name:

Your email address:

Contact Ph:

☐ *Attender*   ☐ *Member*

☐ *Other (please state):*

Do you have a spouse or children you wish listed with you?

☐ No   ☐ Yes (A user data manager will contact you.)

☐ *I am the person named above and give my consent for my personal information to be stored in the Quaker Database subject to the Privacy Act 2020.*

☐ *I agree to keep personal information obtained on the website confidential and not give to a third party without prior consent from the Friends concerned.*

Date:

USER DATA MANAGER EMAIL CONTACT:

NOTE TO USER DATA MANAGERS: Do not retain this written record: destroy securely.

How is your information used?

The Quaker Database is used to:

- Facilitate care of the Meeting by Pastoral Care.
- Generate distribution lists for sending out printed or emailed information. These lists are produced automatically based on what you have chosen in My Account under Subscriptions.
- Produce the printed list of Members and Attenders.
- Inform Friends about events in their area.

Who can see this information?

- Logged in Friends can view contact information through Find a Friend if it has been ticked for visibility by the Account holder.
- All user data can be accessed by Friends with administrative roles such as producing mail lists, User Data Managers, and website technical team. All are Friends who have agreed to keep user information confidential.

Where is the data held?

The user database is held on our behalf in a secure environment in Australia. Only those with a Quaker login can access it.

The Religious Society of Friends Aotearoa New Zealand is compliant with legal obligations under the **NZ Privacy Act 2020.** Privacy Principles in the Act can be viewed at

privacy.org.nz/privacy-act-2020/privacy-principles

The Religious Society of Friends
in Aotearoa New Zealand (Quakers)
Te Hāhi Tūhauwiri

Information about the NZ Quaker Database and Friends' Access

This pamphlet outlines procedures to be used by all New Zealand Friends.

*A **User Support Friend** who can help you to use the website* quakers.nz *is:*

Name: _____

Contact:

List of Members and Attenders

The names and contact details of all New Zealand Friends are recorded in their Monthly Meeting List of Members and Attenders. These lists are kept on-line in a database held on a secure internet server at **quakers.nz**.

Website user accounts

Every Friend has a user account on this Quaker website. Each user's account contains their contact information and their history of involvement with Quakers, including Monthly Meeting, Membership date and appointments.

Log on with your username and password

As a Friend, you have a personal **username** and a **password** to log on to the Friends (non-public) section of the quakers.nz website.

To start: click on **Log in→** at the top right.

Enter your username (first and last names with no spaces, punctuation or accents).

On your first visit, please click on **Forgot password**, and follow the instructions which will be sent to you by email. See *Creating a strong password.* Note down your password.

On subsequent visits, click **Log in→** and fill in your user name (or email address) and password. If using a private computer, you may choose to remain logged on for your next visit by *NOT* clicking **Log out→** . Always log out if using a public computer.

Update your account details

Once logged on, go to **My Account**

- Click on **Personal & Contact details**
- Fill in your contact details
- Tick the agreement for sections you want to be visible to other Friends
- Update your address on the **Address** tab and tick if you want it to be visible.
- Select the national Quaker publications that you wish to receive regularly under the **Subscriptions** tab.

User Support Friends can help you:

- to access and update your own account
- to learn how to use the website
- with step-by-step directions to using the website.

Assistance for Friends without internet access

User Data Managers will make changes on behalf of Friends without internet access, or who are incapacitated, or unable to use a website.

New password problems

If you have trouble getting a reply when you request a new password your email on the database may have an error; ask a User Data Manager to update it for you.

Application for a user account

If you do not already have a user account, you may ask to be given one as a Member, Attender or Subscriber Associate. Fill in your details overleaf and give to a User Data Manager. Or, you can email your User Support Friend for an electronic form.

Friends' access benefits

Friends have access to website information not available to the public, including:

- **Find a Friend**: contact details of Quakers in New Zealand.
- **Quaker Library:** free loan of books from an on-line catalogue.
- **Minutes:** online minutes of Monthly Meetings and Yearly Meeting documents.
- **Testimonies to the Grace of God in the Lives of Friends:** See the Faith in Action menu.
- **Archives:** copies of the Aotearoa New Zealand Friends Newsletter, monthly meeting newsletters and other texts.
- **Appointments:** For Yearly Meeting Appointments see Yearly Meeting > YM Appointments. Other appointments are on the Monthly Meeting pages.
- **Web support:** step by step instructions for beginners and for those who put content onto the website - see Web support at the top right of the website page.

Updating your details

You can view and make changes to your details in My Account at any time after logging-on.

Using your mobile phone

You can view and use the quakers.nz website on your mobile phone. With your phone camera, scan the QR code here.

To view the menu on small screens, click on the 'hamburger' button: ☰