Philadelphia Quarter cooperates with Philadelphia Yearly Meeting, the Monthly Meetings of the Quarter and the Friends General Conference, which hosts the Quarter website, when collecting and publishing information. Philadelphia Quarter abides by the privacy policies of the Philadelphia Yearly Meeting and the Friends General Conference (attached) and specifies the following:

Collection of Information

Philadelphia Quarter maintains a database of its members and attenders, their contact information, year of birth, and additional information that might include skills, interests and committee service from data gathered from monthly meetings and individuals. The Quarter does not gather or store any information related to racial or ethnic origin, political opinions, health or sexual orientation.

The Quarter also collects annual reports and newsletters from its constituent Monthly Meetings and organizations under its care.

Use of Information

Philadelphia Quarter uses the information it collects solely for communication with regard to matters of the Quarter with Quarter members. Philadelphia Quarter shares the information in its database with Philadelphia Yearly Meeting, which uses it in accordance with its own privacy and mailing list policies. Philadelphia Quarter also may share information, with specific limited permission, with the organizations under its care, in order to facilitate communication with members of the Quarter, and in accordance with the Philadelphia Yearly Meeting privacy (and mailing list) policy.

Publishing Information

Philadelphia Quarter publishes minutes of its meetings electronically, as well as minutes that have come to the Quarter from other Meetings and Quarters to be considered for approval or endorsement. Minutes of Philadelphia Quarter are considered public documents and may be accessed via the Philadelphia Quarter website. At the discretion of the Philadelphia Quarter officers, financial information may be published to the Quarter website, either publicly or with access limited to members of Philadelphia Quarter.

The Quarter does not publish electronically, or otherwise, any document without permission from the author.
The Quarter publishes annual reports of its constituent Monthly Meetings and organizations and projects under its care. In advance of annual sessions, the Quarter publishes and submits a report to the Yearly Meeting.

With permission, the Quarter publishes articles from Monthly Meeting newsletters.

**Photographs**

Photographs are not taken during Meeting for Worship or Meeting for Worship with Attention to Business. Photographs are routinely taken at other Quarter events. Participants who do not wish to have their photos taken or published are invited to make their wishes known at meetings and events. In addition, the Quarter does not publish photos of children without the express permission of their parents.