

FEDERATION OF ESSEX WOMEN'S INSTITUTES – PRIVACY POLICY

(To be read in conjunction with the National Federation of Women's Institutes (NFWI) Privacy Policy available at <https://mywi.thewi.org.uk/running-your-wi/data-protection> and on the Essex Federation Website <http://www.essexwi.org.uk/gdpr/>)

Your Privacy is important to us. This Privacy notice provides information about the different types of personal information we collect and the ways in which we use it.

Who are we?

The Federation of Essex Women's Institutes (FEWI or Federation) was formed in September 1917, a Charity providing opportunities for various activities for WI members in the Region. Events are organised by the Federation throughout Essex and include crafts, arts, sports, leisure, drama, public and international affairs, leadership and much more. The Federation acts as a link between the NFWI and the WIs within the Federation.

FEWI is Incorporated in England and Wales as a Company limited by guarantee and not having a share capital. Registration No: 2747046, Registered Charity No: 1014445, registered office is WI Centre, Whitelands, Terling Road, Hatfield Peverel CM3 2AG.

When do we collect personal information about you?

New Member contact

WI information sheets (Officer contact details)

Events – ticketing, including attendance as Delegate/Observer/Visitor at NFWI/FEWI Annual Meetings

End of year Officer changes

Email addresses for communication

Essex WI News, website or Facebook articles and photographs

Committee member bank details for expenses

CV's for job applications

We may ask for disability and special dietary requirements and this information is only used for a specific event to accommodate needs and then destroyed.

We may also ask for an emergency contact number if we are booking a coach trip and/or accommodation on your behalf which is destroyed following the event.

The data you provided to us when you applied to be a member of FEWI will be

- Lawfully, fairly and transparently processed
- Collected for specific purpose and only used for that purpose
- Accurate
- Kept only for as long as we are required to do so
- Kept safely and securely

What personal information do we use?

Most of the personal information used by the Federation is available from NFWI's Membership Communication System (MCS) database which holds each member's name, postal address, email and contact number if provided and held for the purposes of administering membership and its benefits.

As part of your WI membership, we collect WI Officer and Federation committee member details. WI members serving as a Trustee will be asked for the information required by Companies House and the Charity Commission and they will also be required to provide an emergency contact.

How do we use your personal information?

- To provide you with services, products or information you request
- To invite you to Federation events and training
- To facilitate participation in the business of WI, e.g. attendance at NFWI/FEWI Annual Meetings etc.
- Serving WI Secretary details will be shared with Secretaries within their Group or Link in order that they can carry out the business of their role.
- To process any donations
- To process receipts/acknowledgements for payment
- To send tickets/information on Federation events
- To answer your questions/requests and communicate with you in general
- To ask you for volunteer support
- To administer our accounts (using SAGE 50 accounting software)
- To include any articles for the Essex WI News magazine, website or Facebook
- To work with the WI Membership Communication System Representative to maintain accurate personal information for each member to allow NFWI to despatch WI Life y and FEWI to direct monthly mailings appropriately.
- Maintain accurate Officer roles on MCS and use this information to help the Federation in directing relevant information to the right person.
- To fulfil FEWI legal obligations in respect of HMRC, Companies House and the Charity Commission.
- To pay employees
- To reimburse approved Employee, Trustee, committee and other expenditure

How we protect your personal information

FEWI will take all reasonable precautions to prevent the loss, misuse or alternation of your personal information. Access is restricted to employees and specialist roles within FEWI who may need access in order to carry out their role. All employees are responsible for handling the information securely using password protection.

How long do we retain your personal information?

To comply with HMRC regulation we retain records for audit purposes for up to 7 years. Additionally, FEWI will comply with legal requirements under company and charity law to maintain records of meetings and attendees.

We use personal information to promote the aims and objectives of FEWI. We only share members personal data with third parties for the purposes of providing the services you have requested, e.g. hotels, coach companies, venues etc. and with employees, Trustees, WI Advisers and other committee volunteers.

All electronic information is password protected and any paper records are securely locked away and shredded when no longer appropriate to be retained.

As a WI member, you will continue to receive information from us in order to fulfil our legitimate charitable objectives and make you aware of our services.

Please also refer to Cookie Policy.