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FEDERATION OF ESSEX WOMEN’S INSTITUTES

PRIVACY POLICY

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 and is a charity providing opportunities for friendship and activities for WI members in Essex. Events are organised by the Federation and include crafts, arts, sports, leisure, drama, public and international affairs, leadership and much more. The Federation acts as a link between the National Federation of Women’s Institutes (NFWI) and the Women’s Institutes (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 and how do we collect personal information about you?**

* New members joining forms
* 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
* Essex WI News, website or Facebook articles and photographs
* Committee member bank details for expenses payment
* CV’s submitted 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 FEWIs 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 also available from NFWIs Membership Communication System (MCS) database which holds each member’s name, postal address, email and contact telephone number, and is held for the purposes of administering membership and its benefits.

As part of your WI membership, we collect local 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 may 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. NFWI newsletters and Federation updates, information about NFWI/FEWI Annual Meetings etc.

• Officer contact details will be shared with WI Officers within FEWI 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 QuickBooks accounting software)

• To publish articles for the Essex WI News magazine, website or Facebook

• To work with the WI Membership Communication System WI representatives to maintain accurate personal information for each member to allow NFWI to despatch WI Life.

• To work with WI reps to 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, and to enable our auditors to sign off FEWI accounts.

• To pay employees.

• To reimburse authorised employee, Trustee, committee and other expenditure.

**How we protect your personal information**

FEWI will take all reasonable precautions to prevent the loss, misuse or alteration of your personal information. Access is restricted to employees and, e.g. Federation Treasurer, within FEWI who may need access in order to carry out their role. All 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 and with employees, Trustees, WI Advisers and other committee volunteers as strictly necessary.

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.

(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/dataprotection and on the Essex Federation Website http://www.essexwi.org.uk/gdpr/)