

## Penn & Tylers Green Evening WI Privacy Policy

### What do we hold?

Penn & Tylers Green Evening WI hold the following information on you:

- Name;
- Address;
- Land line;
- Mobile (if provided);
- Email (if provided);
- Gift Aid status;
- How you paid your last subscription (Cash/cheque/BACS)
- Receipt No issued;
- Email requirements:
  - Receive the Secretary's monthly email?
  - Receive "last minute" offers via the Secretary from other WIs and the Federation?
  - Store email against subgroup joined?
- Photo permission

This information has been taken from the revised membership forms and details are confirmed annually at renewal time. If your information changes or you wish to opt in or out of the various emails then please inform the Secretary or Treasurer.

This information is not shared with any other organisation except via the MCS (Membership Communication System of the National Federation of Women's Institutes). The MCS holds your

- Name;
- Address (used to issue the magazine WI Life);
- Email (if you require access to myWI).

We automatically opt you out of any marketing material or the option to give your name to third party organisations. Please inform us if you would like to opt in.

### Why do we hold it?

We are required to hold names as a condition of contract in joining the WI. Your address is used locally to deliver the Buckinghamshire Newsletter in the event that you miss a meeting and also to deliver tickets and other items you may have ordered through WI and have been unable to collect from a meeting.

Emails are used to supply the monthly newsletter, to distribute the AGM notices and for the various subgroups depending on which options you have selected. All members will receive the AGM notice and details by email if provided. If not provided, they will be hand delivered or posted.

Telephone numbers are used solely in pursuit of the aims and objectives of the WI so eg we may phone you to remind you that you are on the tea rota (very important!) or to check that you are in to deliver a package you have ordered or to inform you of any last minute changes to an event you are attending. This list is not exhaustive.

## Who sees the information?

The President, Secretary and Treasurer see all the information provided so that they can perform their roles as Officers of the WI on the Committee. The MCS representative receives the details on the National WI Form for entry onto the national database. Names, addresses, telephone numbers and emails are supplied to Committee Members so that they can fulfil their various roles. Copies are supplied in paper format and Committee Members are instructed to keep them in a secure location and not to share them with anyone else. From time to time, it may be necessary for Committee Members to email you. Committee Members are instructed to use an account that only they have access to for this purpose.

Outside Committee, names are supplied to the person in charge of the Register.

## Name Badges and the Register

Name badges are issued to help us all get to know one another. There is no compulsion to wear your name badge but we do encourage you to.

You will be asked to tick a register on your way into the hall. This register will be used in the case of fire or other evacuation requirement. We may also contact you if we see that you have missed several meetings simply to check that everything is well and that there is nothing that we can do to help you. We will *not* chase you to come to a meeting!

## Retention of data

Unless you tell us to the contrary, almost all information in our records will be removed after 1 year of your membership lapsing. It is kept on the National database for 5 years but you have the right to be forgotten if requested. The exception is the receipt for your membership and your Gift Aid declaration which the Treasurer is required to keep for seven years in order to comply with tax law

## How is the information stored?

The raw information is stored in a password protected spreadsheet on the password protected PCs of the Treasurer and Secretary with antivirus software running. A copy is held on a google drive which is password protected and also on a Dropbox which is password protected.

Both the Secretary and the Treasurer hold copies of you email addresses in their email systems on their password protected and antivirus protected PCs.

## Bulk Emails

We have moved to using a bulk mailing program, Mailchimp. This means that your name and email is stored on their servers. This obviates the need for holding all members' emails on personal PCs and allows us to use a mail merge facility ensuring that email addresses are not divulged to other members. Mailchimp was chosen because they are clearly taking GDPR seriously themselves and assisting their users to become GDPR compliant with various tools, none of which we need to use but their awareness was a positive factor in their selection. On joining the WI and each year, we will ask you to confirm your email preferences. You may change these at any time by contacting the Treasurer or Secretary.

## Your rights

You have

- a right to be informed of all the uses to which your personal information is put to;
- a right to see that information (we issue it to you annually but you have a right to see it at any time);
- a right to have the information rectified;
- a right to have information removed subject to the fact that we need your name to be a member of the WI;
- a right to object to the way in which we are using your information.

## How to complain

In the first instance, please talk to or email the Treasurer or Secretary as most issues can be dealt with in a friendly manner. If you still have a need to complain, please contact the National Federation of Women's Institutes at [dataprotection@nfwl.org.uk](mailto:dataprotection@nfwl.org.uk) or at their Registered office: 104 New Kings Road, London SW6 4LY. Contact telephone number: 0207 371 9300.

If you wish to see the analysis that we have undertaken in order to arrive at this policy please see

- Data Mapping
- NFWI Legitimate Interest which has been answered by our WI

You may also find the FAQs issued by NFWI of interest.

(NFWI is the National Federation of Women's Institutes.)

These documents may be viewed at any meeting by consulting the folder held at the Registration Desk. This also holds the NFWI Privacy Policy which can be accessed at [mywi.thewi.org.uk](http://mywi.thewi.org.uk).