

EAST KENT FEDERATION OF WOMEN'S INSTITUTES – CIO



PRIVACY POLICY

INTRODUCTION

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

WHO ARE WE?

The East Kent Federation of Women's Institutes - CIO (EKFWI or Federation) was formed in July 1919 and is a charity providing opportunities for friendship and activities for WI members in East Kent. Events are organised by the Federation and include crafts, arts, sports, leisure, public 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. EKFWI is Incorporated in England and Wales as a Company limited by guarantee and not having a share capital. Registration No: CE030109, Registered Charity No: 1200218, registered office Crown House, John Roberts Business Park, Pean Hill, Whitstable, Kent, CT5 3BJ.

WHEN DO WE COLLECT PERSONAL INFORMATION ABOUT YOU?

- Membership details – from new member joining forms.
- Events – when booking tickets, including attendance as a delegate/observer/visitor at NFWI/EKFWI Annual Meetings.
- End of year change of WI officers.
- Email addresses for communication and distribution of East Kent News.
- East Kent News, Facebook articles and photographs.
- Committee member bank details for expenses payment.
- Invoicing.
- Your CV if applying for a job.
- We may ask to know if you have a disability or special dietary requirements, this information is only used for a specific event to accommodate your 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, this is destroyed following the event.

The data you provided to us when you applied to be a member of EKFWIs 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.
- Kept safely and securely.

WHAT PERSONAL INFORMATION DO WE USE?

Most of the personal information used by the Federation is also available from NFWI's Membership Communication System (MCS) database which holds each member's name, postal address, email address and contact telephone number. It 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 information required by Companies House and the Charity Commission. Trustees and Committee members will also be asked for bank details for payment of expenses.

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, Federation updates, information about NFWI/EKFWI Annual Meetings.
- To process any donations.
- To process receipts/acknowledgements for payments
- To send tickets/information of Federation events.
- To answer your questions/requests and communicate with you in general.
- To ask you for volunteer support.
- To administer our accounts.
- To publish articles for East Kent News magazine, website or Facebook.
- To work with WI MCS representatives to maintain accurate personal information for each member to allow NFWI to send the WI Life magazine.
- To maintain accurate WI Officer roles on MCS and use this information to send relevant information to the right person.
- To fulfil EKFWI legal obligations in respect of HMRC, Companies House and the Charity Commission.
- To pay employees.
- To reimburse approved employee, Trustee, committee and other expenditure.

LAWFUL PROCESSING

We are required to rely on one or more lawful grounds to collect and use the personal information that we have outlined above. We consider the grounds listed below to be relevant:

- Consent – where you have provided your consent for our use of your personal information in a certain way, for example where we ask for your consent to send you a newsletter.
- Legal obligation – where the processing of your personal information is necessary for us to comply with legal obligation to which we are subject.
- Legitimate interest – We rely on this basis where applicable law allows us to collect and use personal information for our legitimate interests and the use of your personal information

is fair, balanced and does not unduly impact your rights. For instance, it is in our legitimate interest to promote the aims and objectives of EKFWI (and the WI) and to use the personal data of members in order to do so.

HOW WE PROTECT YOUR PERSONAL INFORMATION

EKFWI will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Access is restricted to staff and specialist committee members 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 KEEP YOUR PERSONAL INFORMATION?

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

We collect and use personal data to promote the aims and objectives of EKFWI. We only share members personal data 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.

We do not share your personal data with any third parties except those stated above.

All electronic information is password protected and any paper records are securely locked away and shredded when no longer needed.

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 be aware that systems such as MCS, MyWI and WI Enterprises Ltd (WIE Ltd) are administered by NFWI.

This policy should 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>

This policy is reviewed regularly. Should any member have any questions about the contents of this policy please contact the Federation Office.

Approved by the Board of Trustees **September 2024**

Next Review Date **September 2025**