

# Privacy Policy

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This Privacy Statement explains the different types of personal information that we hold about you and why. The Statement explains how we use it and your rights.

### 1. Who we are

We are the Sanderstead Women's Institute (SWI), an independent charity open to any woman over the age of 18 and we are part of the Surrey Federation on the National Federation of Women's Institutes (NFWI). The NFWI is the umbrella organisation and their Privacy Policy [www.thewi.org.uk/privacy-policy](http://www.thewi.org.uk/privacy-policy) should also be referred to.

### 2. The personal information we hold about you

The information we hold on you as a member of the SWI is

- a) Your name and postal address;
- b) Additional contact details including your email address and telephone numbers and an emergency contact number if you have provided this;
- c) We may hold information that you have signed up to an event to have agreed to be on a rota for assisting at SWI meetings e.g. with teas, flowers, raffles or the craft table;
- d) Information about our services which you use, such as attendance at SWI events and SWI meetings that you have attended.

### **3. How we use your personal information**

We use your personal information to

- Send you information about the SWI including the newsletter;
- Send you details of meetings where they are online and send you the online invitation;
- Send you details of outings & events and allow us to ensure all participants are present and facilitate refunds were relevant;
- Confirm to those on a rota for a WI meeting that they are able to participate;
- Provide updates on our work for the SWI;
- Answer you queries and requests and communicate with you in general;
- Further our charitable aim in general, including for fundraising activities and asking for volunteer support;
- Improve our work, services, activities and information and including our website, or for our internal records;
- Audit and/ or administer our accounts;
- Include your contribution or our website or in our newsletter if you contact us with content
- Satisfy legal obligations which are binding on us, for example in relation to law enforcement requests or due diligence checks before accepting major donations;
- For the prevention of fraud or misuse of service and for the establishment, defence of enforcement of legal claims;
- Share your name and address with the NFWI for their Membership Communication System (MCS) so that they have your membership on record and you receive associated benefit including your copy of WI Life membership.

### **4. Special categories of data that we may need to collect**

The EU General Data Protection Regulation (GDPR) recognises certain categories of personal information as sensitive, and therefore requiring more protection. These categories of data include information about your health, ethnicity and political opinions. In certain situations, the SWI may collect and/or use special categories of data, (for example in order to make adjustments for any disabilities or dietary requirements you may have when attending our events and outings. We will only process these special categories of data if there is a valid reason for doing so and where the GDPR allows us to do so. For instance, we will usually seek your explicit consent to use such data.

### **5. Lawful Processing**

To collect and use your personal information there must be one or more legal grounds to do so. The following is of most relevance to the SWI.

- Consent must be given- for example, when you joined the SWI you consented to your information being passed to the NFWI
- Legitimate interests - where it is necessary for us to use your information in order to run the SWI and our sub groups, and that its use is fair, balanced and does not unduly impact your rights. It is also in your legitimate interests for us to keep

emergency contact details for you and use them as necessary. You should ensure that the emergency contact is happy for us to hold their contact details.

## **6. How we share your personal information**

In addition to sharing your name and address with NFWI, the SWI Committee has access to the information so that we can efficiently execute the business of the WI. Your name is included on the attendance register in case of evacuation during a meeting.

Group leaders of our subgroups also have access to your contact details to help organise their meetings, events and outings and in case of an emergency during one of these occasions.

On the website [www.sandersteadwi.org](http://www.sandersteadwi.org) individual names and contact details will be included for SWI events, outings and occasions in the Members' pages of the website accessible only for SWI members.

Individual names and contact details will also be included in the SWI newsletter where necessary for organising events, outings and group meetings. The newsletter will be emailed or posted to you using the contact details you have provided. The newsletter will be posted on the SWI's website on the Members' pages accessible only for SWI members.

We will share your personal information where this is required for a particular outing or event (e.g. for a reservation booking at an event or for security reasons) and will make you aware of this at the time of booking. We will share information if legally required to do so.

## **7. Photographs and videos**

Photographs and videos may be taken of SWI events and outings and they may be used on our website, in our newsletter or forwarded to the Surrey Federation for inclusion in the Surrey News or used for other publicity. We retain a record of those who have signed the Consent Form for the use of their photographs and videos for these purposes. For those who have not signed we will ask before using a photograph or video.

## **8. Securing your personal information**

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

## **9. The length of time we keep your information**

Your information is retained whilst you are a member of the SWI. If you leave us then we will remove your personal information as soon as we can.

You may request the removal of your information whilst still a member. We will do this but will need to retain a record of your name and address. Contact us at [webmaster@sandersteadwi.org](mailto:webmaster@sandersteadwi.org)

## 10. Your rights

You have the right to

- See the information which we hold on you;
- Request that we delete personal information about you as far as we are legally required to do so;
- Ask that we correct any personal information that we hold about you which you believe to be inaccurate;
- Request that we restrict access to your information;
- Opt out of email communication from us;
- Please note that you also have the right to lodge a complaint with the Information Commissioner's Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

## 11. Contact us

For any queries please contact us on [webmaster@sandersteadwi.org](mailto:webmaster@sandersteadwi.org)