

Uckfield Divas WOMEN'S INSTITUTE

UNDERSTANDING THE DATA WE HOLD ABOUT YOU

Please read this carefully.

Although our WI is a small organisation, and exempt from many of the provisions of Data Protection legislation, we still need to reassure you that your personal information is safe with us.

What data do we hold about you?

List the data you hold in your WI members, below are some examples

1. Your name
2. An address where we can send written material to you
3. Email address
4. Telephone numbers: your home land-line number, and your mobile number if you have one. We also hold an emergency contact number (ICE) for each of you
5. In some cases, your bank details - for paying/receiving money 'on-line'
6. Your date of birth

Why do we collect and keep this data?

Items 1 - 5 above are essential for us to maintain your membership, to communicate with you and to arrange events and outings. Examples include monthly Email Newsletters and attendance lists for outings.

Bank details are not essential, but this method of paying/receiving money will become more common in the future.

Knowing your date of birth enables us to send you birthday cards, to mark any significant birthdays, and to get a picture of the overall age profile of our membership.

Who keeps the data and how is it stored and used?

The primary guardian of your personal information is our Membership and MCS Secretary -Helen Cheyney keeps the NFWI MCS (Membership Communication System) list and forwards data to the NFWI to ensure central records are kept. This enables you to receive WI Life and any other wider benefits of WI membership. The Secretary of the East Sussex Federation also has access to MCS data. Note where else records are kept (e.g Clare stores all paper records in a locked cabinet).

Uckfield Divas WI Committee Secretary and treasurer receive a WI membership list via email. This includes your names, addresses, email addresses and telephone numbers. We need these to contact you.

All data held electronically is stored on password protected computers and devices. Where necessary, virus prevention software is installed and kept updated.

Event/outings organisers use attendance registers, which include your name, your mobile phone number and your ICE number. These lists are printed.

Bank details are handled by the Treasurer, and only shared with, and stored by, our bank.

Large group emails are sent to you using BCC (Blind Copy) to ensure that email addresses are not disclosed.

The birthday list is kept by the Secretary
We will not share your personal details with any individual or organisation without your specific consent.

We do not allow our membership list to be used for marketing purposes.

Your personal contact information is not shared on social media, or reproduced in any written publication, without your consent.

Your rights in relation to the information we hold about you

At any time, you have a right to see any information we hold about you. Please contact the Membership Secretary or the President.

You have the right to change any information we hold about you, and to have any historical information deleted from our records.

You can be removed from our lists, but this will also mean being removed from WI membership.

What we ask of you

If any of your details change, please let us know as soon as you can.

These days, email is our primary method of communicating with you. While we know that some of you do not have access to email and of course this does not affect your entitlement to membership, we would urge you to get connected if at all possible.