

Ashtead WIng is an independent local charity open to women over the age of 18. Ashtead WIng is a member of the National Federation of Women's Institutes (the NFWI) – a national charity, set up to represent WI members across the UK.

This privacy notice provides information about the personal information that Ashtead WIng collect and how it is used. Personal data can be held on a computer or in a manual file and can also include email, minutes of meetings and photographs. Ashtead WIng will only hold your personal information for lawful purposes.

Please read this document together with the NFWI Privacy Policy (last updated 11 May 2018) that can be found on My WI: <https://thewi.uk/2wh05UN>

### **1. What personal information do Ashtead WIng collect and how is it collected?**

To join the WI, you complete the *WI Member Registration Form*. This form asks you for:

- your name;
- your postal address;
- your telephone number;
- your email.

If you join one or more Ashtead WIng interest groups, or you sign up to the monthly chair or refreshment rota, you provide:

- your name;
- your email.

If Ashtead WIng needs to reimburse you for costs by bank transfer, you will need to provide your bank details.

You are also required to complete the Ashtead WIng Photography and Video Consent Form once and review it annually.

### **2. How do Ashtead WIng process this information and who has access to it?**

The personal information on the *WI Member Registration Form* is uploaded to the NFWI Membership Communication System (MCS) – the central database of WI members – by the Ashtead WIng MCS representative. Your details can then be accessed by the Ashtead WIng MCS representative, other WIs you are a member of (Dual Members), your federation(s) and the NFWI. Ashtead WIng use this information to send you monthly mailings about meetings.

Other information you supply to Ashtead WIng is held securely by the:

- WIng Interest Group Coordinator and the members who organise each interest group;
- Monthly Rota Coordinator (chair and refreshments);
- Secretary (Ashtead WIng Photography and Video Consent Form);
- Treasurer.

### **3. How do Ashtead Wing use your personal information?**

- Your name is recorded on an annual attendance register.
- Your name and preference are kept on a Photography and Video Consent register.
- Your email is used:
  - by the MCS representative or a member of the committee to send you reminders and information about future meetings. If reminders and information are sent using a third-party provider e.g. Mailchimp, we will send your email address to the provider.
  - by interest group organisers to contact you about relevant activities.
  - by the Monthly Rota Coordinator to remind you about a specific date
  - if you are asked to express your opinion via a survey platform such as Survey Monkey or Doodle Poll, your email address will be sent to the platform provider.

### **4. How long do Ashtead Wing keep your personal information?**

- Once your personal information has been uploaded to the MCS, the Ashtead Wing MCS Representative will securely destroy your WI Member Registration Form.
- Mailing lists and Mail Chimp are reviewed annually.
- Interest group and rota information is kept for a calendar year and then securely destroyed.
- Photography and Video Consent Forms are kept until you cease being a member of Ashtead Wing and then securely destroyed.

### **5. How do Ashtead Wing keep your personal information secure?**

Ashtead Wing will take all reasonable precautions to keep your personal information secure and to prevent the loss, misuse or alteration of this information.

### **6. Will Ashtead Wing share personal information with anyone?**

Ashtead Wing will not sell, rent or lease your personal information to others.

### **7. Will Ashtead Wing transfer personal information out of the European Economic Area (EEA)?**

Ashtead Wing will not transfer your data out of the EEA. However, as we sometimes use third parties to process personal information, it is possible that the data we collect from you will be transferred to and stored in a location outside the UK or the EEA.

### **8. What rights do you have under the GDPR?**

- To be informed about data processing.
- To access your personal data.
- To rectify any incorrect personal data.
- To request that your personal data is removed.
- To restrict processing.
- Where we rely on your consent to use your personal information, you have the right to withdraw your consent at any time.

### **9. How can you make a complaint?**

You 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)