

## NOTTINGHAMSHIRE FEDERATION of WIs PRIVACY POLICY

The Trustees of the Nottinghamshire Federation of WIs is the controller for routine, day to day data protection matters.

Our contact address is: Notts Federation of WIs. Trent Bridge House, Beastmarket Hill, Newark, Notts, NG24 1BN. Charity No. 1015139

The lawful basis for processing your data is the “legitimate interest” to operate as a Women’s Institute.

We have a secure access to the NFWI database the Membership Communication system (MCS) that collects certain information or data about you when you join and become a WI member, or you submit items to us for publication, or competition, or may make purchases through our Web site using an on-line shop. In addition, we also may collect, store and otherwise process your personal information and your Curriculum Vitae, if you apply for a job with us. We collect information if we purchase from you.

### We collect:

Membership	Publications/Competitions	Purchases <i>including online</i>
Your name	Your name	Your name
Your address	Your address	Your billing address
Your telephone number	Your telephone number	Your delivery address
Your email address	Your email address	Your telephone number
Your WI	Your WI	Your Bank Account details
Your Bank Account details if a Federation WI, Committee or Staff Member		

### We use this data to:

Membership	Publications/Competitions	Purchases <i>including online</i>
Maintain a list of members	Publish photographs	Send purchased items
Contact for communications	Contact for communications	Produce invoices/receipts
Pay Salaries and Expenses		Pay invoices

### Where your data is stored:

Your data is stored on servers in the United Kingdom. In a locked safe/cabinet at the Federation Office. We back up your data to off-site servers. We use secure connections between our servers and your web browser. Publications are provided to members, other Federations, local newspapers on paper and by electronic format.

### Retaining your data:

Unless still required in connection with the purpose for which it was collected your personal information will generally be removed from the MCS database 6 years after the date it was collected e.g. your membership is cancelled.

### Disclosing your information:

We may pass on your personal information if we have a legal obligation to do so.

We will pass on your personal information to HMRC for Gift Aid.

We won’t share your information with any other organisation for marketing, market research or commercial purposes.

### Your rights:

You can find out what information we hold about you and ask us not to use any of the information we collect by using the contact details above.