



DORSET FEDERATION OF WOMEN'S INSTITUTES

PRIVACY NOTICE

Your privacy is important to the Dorset Federation of Women's Institutes (the DFWI). This privacy notice provides information about the different types of personal information that we collect and the ways in which we use it, although please note that not all of this will be applicable to you. If in doubt please feel free to check by contacting us using the contact details included at [clause 14](#).

1. Who are we?

DFWI is incorporated as a Charity Limited by Guarantee, no. 2722759, charity registration no. 1041714, part of the WI which is a three-tiered organization.

As a **Federation** we provide opportunities for various activities for WI members in Dorset.

The **NFWI** is the national charity which provides guidance and support to federations and WIs.

WIs are independent local charities open to any women over the age of 18.

2. When do we collect personal information about you?

We may hold information relating to you from a number of sources, and will collect personal information about you:

- a. When you give it to us **directly**, if for example personal data that you share with us when you communicate with us by email, telephone or post.
- b. When you apply to go on one of our DFWI or NFWI events, trips, workshops or training courses we need your name, WI, contact information and in some cases emergency contact details for health and safety reasons.
- c. When it is entered into the **MCS** by your WI or our Federation Secretary.
- d. When you visit our **web pages** or contact us through these pages.

Our web pages are hosted on the NFWI website. The NFWI uses cookies and other tracking technologies to improve your experience on our website and this can involve collecting personal data. Please refer to NFWI Cookies Policy for details on the way the use of cookies may affect your personal data.

3. What personal information do we use?

We will collect, store and otherwise process all or some of the following information within the Dorset Federation:

- a. Your name and postal address, email address, telephone number(s), and social media identities if you opt to provide them;

In addition we may collect, store and otherwise process the following kinds of personal information:

- b. Information about our services which you use or provide, such as attendance at DFWI events and meetings that you have attended and the status of your WI membership;
- c. Your communication preferences which may include social media;
- d. Your curriculum vitae and employment experience if you work for us or apply for a job with us; and
- e. Any other personal information you choose to share with us.

Special categories of data

There are categories of data include information about your health which are classified as sensitive.

The DFWI will only use special categories of data, you give to us, in accordance with legislation and where there is a valid reason such as to make adjustments for any disabilities or dietary requirements. We will usually seek your explicit consent to store and use such data.

4. How we use your personal information

The DFWI may use your personal information:

- a. to provide you with services or information that you have requested;
- b. to provide updates about our work, services, activities, or publications as an Officer in a Dorset WI with a role to pass communications to your members, and only where you have provided your consent to receive such information;
- c. to process your payments for services and donations;
- d. to answer your questions/ requests and communicate with you in general;
- e. to process your application for a job when you apply;
- f. to audit and/ or administer our accounts;
- g. to include your contribution in the Dorset WI News magazine or our websites if you contact us with content;
- h. to satisfy legal obligations which are binding on us, for example in relation to law enforcement requests or due diligence checks before accepting major donations;
- i. for the prevention of fraud or misuse of service; and
- j. for the establishment defence of enforcement of legal claims.

5. 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 to be relevant:

a. 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 include contact details as organiser of an activity or event.

b. Legal obligation

Where the processing of your personal information is necessary for us to comply with a legal obligation to which we are subject.

c. Contractual relationship

Where it is necessary for us to process your personal information in order to perform a contract to which you are a party, for example bank payments from you or to you.

d. Legitimate interests

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 in order to perform our duties as Dorset Federation to its members.

6. Membership Communication System (MCS) Database

When you become a member of the WI, your local representative provides NFWI with your personal information and it is stored on the MCS database. The MCS database is NFWI internal database of all WI members and is only accessible to your WI's MCS Rep and restricted Dorset Federation staff and NFWI staff, who will use the information to administer your WI membership. If you are an officer or have another role within your WI we also use your information to assist in the administration of those roles.

Please note that you are in full control of the information held in the MCS. If you would like to update any of your details, or would like to see the information held within the MCS please speak to your WI's MCS Rep or the Federation Secretary.

7. Do we share your personal information?

The DFWI will not sell, rent or lease your personal information to others. However, we may disclose your personal information to selected third party processors (such as agents or subcontractors) for the purposes outlined at clause 4. The third party in question will be obligated to use any personal data they receive in accordance with our instructions.

We reserve the right to disclose your personal information to third parties:

- a. when you provide your personal information when contacting us, it may be forwarded to the appropriate contact, such as a local WI, member of staff or volunteer, in order to accommodate your request;
- b. for auditing purposes e.g. finances audits where we employ chartered accountants;
- c. if we are under any legal or regulatory obligation to do so; and
- d. in connection with any legal proceedings or prospective legal proceedings, in order to establish, exercise or defend our legal rights.

8. International Data Transfers

As we and NFWI sometimes use third parties to process personal information, it is possible that personal information we collect from you will be transferred to and stored in a location outside the UK or the European Economic Area (EEA). Where your personal information is transferred, stored and/or otherwise processed outside the UK or EEA in a country which does not offer an equivalent standard of protection to the UK or EEA, we will take all reasonable steps necessary to ensure that the recipient implements appropriate safeguards designed to protect personal information.

9. Securing your personal information

The DFWI will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We restrict access to those who have a need to know and we train staff in handling the information securely. The DFWI will store all the personal information you provide securely and where held electronically data will be password protected.

10. How long do we keep your personal information?

Unless still required in connection with the purpose for which it was collected and/or processed, we will generally remove your personal information from DFWI when no longer relevant, when your enquiry or the event is complete or when requested. For example we will usually delete your personal data from our records when notified by you or you cease to be an officer, unless needed for the Annual Financial Audit.

Please note that photographs on websites etc. may remain for an indefinite period.

11. Your rights and preferences

The DFWI may contact you by post unless you request otherwise, and by telephone, email or other electronic means depending on the communication preferences you may have previously indicated.

Where we rely on your consent to use your personal information, you have the right to withdraw your consent at any time.

When we use your personal information you have the right to:

- a. Ask us for **confirmation** of what personal information we hold about you, and to request a copy of that information, provided we are satisfied that you have a legal entitlement to see this information, and we are able to confirm your identity.

b. Request that we **delete** the personal information we hold about you, as far as we are legally required to do so

c. Ask that we **correct** any personal information that we hold about you which you believe to be inaccurate.

d. **Object** to the processing of your personal information where we process on the basis of the legitimate interests ground;

e. Ask for the **provision** of your personal information in a machine-readable format to either yourself or a third party, provided that the personal information in question has been provided to us by you, and is being processed by us: (i) in reliance on your consent; or (ii) because it is necessary for the performance of a contract to which you are party; and in either instance, we are processing it using automated means.

f. Ask for processing of your personal information to be **restricted** if there is disagreement about its accuracy or legitimate usage.

At any point you can request to unsubscribe from any DFWI information service you have subscribed to, or remove your personal information from the database by contacting us using the details listed in clause 14.

Please note that you also have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk/concerns

12. Other websites

The DFWI is not responsible for the privacy practices or the content of linked web sites. Please review the privacy notices of such websites.

13. Updating this privacy notice

The DFWI may update this privacy notice by posting a new version on the website. If we update this privacy notice in a way that significantly changes how we use your personal information, we will bring these changes to your attention.

14. How to contact us

The DFWI's Privacy Officer is responsible for monitoring compliance with relevant legislation in relation to personal information. You can also contact the Privacy Officer via the Federation Secretary if you have any questions about this privacy notice or our treatment of your personal information:

Email: dorsetfwi@uwclub.net

Telephone: 01305 26636

Post: FAO Privacy Officer, DFWI Ltd, County House, 58 Icen Way, Dorchester, DT1 1EW

15 August 2018