**HOW WE USE YOUR ANNUAL RETURNS**

Dear WIs

In the light of the latest GDPR regulations we need to keep you informed as to how we use the Annual Return Information that you send us.

FINANCIAL STATEMENT

It is part of the role of the WI Support Team to ensure that members money is spent appropriately and in accordance with the rules of the WI Constitution. A WI should only carry forward one years running costs, unless money is being saved for a special purpose the following year. If this is so it should be mentioned in the Annual Report. Members money should be used to further their education and experiences, not accumulated.

ANNUAL INFORMATION

The information in this section is used by the Federation to keep in contact with WIs. Permission to use the information: to forward enquiries; and to send WI related information; is included within this section. We do not pass this information on to any third parties.

TRUSTEES ANNUAL REPORT for the period and ANNUAL REVIEW of WI

These pages have a two-fold purpose. Firstly, this information would be required by the Charity Commission if they ever considered that a WI was seriously contravening Charity Law. Secondly, the questions reflect what information is required in the Trustees’ written Annual Report, and should be used as a guide as such. The Annual Review plus the written Annual Report compliments and adds information to the Financial Statement. It reflects how well members are being served and how their money is being spent.

PROGRAMMES

Again, these reflect a WIs commitment to the objectives of the WI. However, we do share programmes with other WIs when we hold Programme Planning Sessions. If you do not want us to use your printed programme in this way please draw a line through the front of it.

THE FEDERATION

Once members of the WI Support Team have reviewed the Annual Returns the paperwork is kept in a filing cabinet for three years in case it is needed for reference, and then destroyed. WIs are requested to inform the Federation of any changes to the information given. We do not pass this information to any third parties

DECLARATION FORMS

Declaration forms are again part of Charity Law. These should be completed, reviewed annually and destroyed when a trustee leaves the committee. New Trustees should complete a form. The WI Secretary must keep the forms in a secure location. It is no longer necessary to send the list to the Federation.