

Sanderstead Village WI – Privacy Statement

What is a Privacy Statement?

A Privacy Statement explains what information we hold about you, why we hold it, how we protect it for you, and how you can have your information removed from our files if you wish.

Who are we?

We are Sanderstead Village Women's Institute, part of Surrey Federation of the National Federation of Women's Institutes (NFWI).

What Information do we hold about you and why?

The information we hold about you is your name and postal address and, if you have given it to us, your phone number, email address and an emergency contact. From time to time, we may have information that you have signed up to a particular event or have agreed to be on the rota for cake, flowers or kitchen duties.

We hold this information so that:

- We can send you newsletters and other information about SVWI
- Send further details of outings etc, to ensure all expected participants are present, and enable refunds where relevant
- Where you are on a rota, confirm that you are still able to participate
- Put your name and address on the national membership system (MCS) so that your membership is recorded by NFWI and you receive associated benefits.

We hold emergency contact details in case the need arises while you are at a WI event.

Who do we share your personal information with?

We share the information with NFWI via MCS. Within our WI, the committee has access to the information so that we can efficiently carry out the work of the WI. Group leaders also have access to help organise sub-group meetings and in case of an emergency during a meeting or outing.

We include your name on the attendance register, in case of evacuation during a meeting.

Individual names and contact details will also be included in the newsletter where necessary for organising sub-group meetings.

We will also share your personal information where this is required for a particular outing or event (for example, for a hotel booking or for security reasons). Where this is required, we will make sure that you are aware of it when booking your place.

Finally, we will share information if required to do so for legal reasons.

Photographs

We may from time to time take photographs of outings or events. The photographs may be used on our website or forwarded to Surrey Federation for inclusion in Surrey News or used in other publicity. We will always ask before taking photographs and you may refuse or ask that a particular photograph not be used.

Lawful Processing

We are required to rely on one or more lawful grounds to collect and use your personal information. We consider the following to be most relevant:

- Consent – for example, when you joined SVWI, you consented to your information being passed to NFWI.
- Legitimate Interests - where it is necessary for us to use your information in order to run SVWI and our subgroups, and its use is fair, balanced and does not unduly impact your rights. It is also in your legitimate interests for us to keep emergency contact details and use them as necessary but **you** should ensure that the emergency contact is happy for us to hold them.

How long do we keep your information?

We keep your information as long as you are a member of SVWI. If you cease to be a member, we will remove your details as soon as possible.

We will also remove your information if you ask us to do so although, while you remain a member, we do need to retain a record of your name and address.

Your rights

- You have a right to see the information which we hold about you.

- You can ask that we delete any information (although there may be some circumstances in which we are not legally able to do this).
- You can ask that we correct personal information.
- You can ask that we restrict access to your information
- You can opt out of email communications.