



# Worcester Belles WI

## Privacy Policy



---

### Privacy Notice

Privacy Notice .....	1
About this Policy .....	2
Who is responsible for compliance? .....	2
What personal data do we collect? .....	2
What is this personal data used for? .....	3
Who is your data shared with? .....	3
Where does this data come from? .....	3
How is your data stored? .....	3
Who has access to your data? .....	4
What is the legal basis for collecting this data? .....	4
How you can check what data we have about you? .....	4
Do we collect any "special" data? .....	4
How can you ask for data to be corrected or removed? .....	4
How long we keep your data for, and why? .....	5

Version 2 - September 2023



# Worcester Belles WI

## Privacy Policy



---

### About this Policy

This policy explains when and why **Worcester Belles WI** collect personal information about its members and how we use it; keep it secure and member's rights in relation to it. We will collect, use and store personal data, as described in this Privacy Policy when people engage in activities at the organisation. Normally this will be through some level of membership.

You are advised to check our website regularly for any amendments [www.worcesterbelleswi.wixsite.com/belles](http://www.worcesterbelleswi.wixsite.com/belles). We will only share your personal data with any third parties as outlined below.

We reserve the right to amend this Privacy Policy from time to time without prior notice.

### Who is responsible for compliance?

For the purposes of the UK GDPR, the Organisation's **MCS Rep** will be the "controller" of all personal data we hold about organisation members and others. The **Secretary** is responsible for ensuring **Worcester Belles WI** discharges its obligations under the UK GDPR General Data Protection Regulation (UK GDPR).

We will review personal data every year to establish whether we are still entitled to process it or not.

Under the UK GDPR (UK General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer.

### What personal data do we collect?

The data that **Worcester Belles WI** will routinely collect will include the following members' information:

Full name

Postal address

Email address

At least one valid contact phone number (landline and/or mobile)

Members agree to supply all of the above information in order to be a member of the organisation.

We will also store details of any payments made in respect to membership fees and donations to the organisation.



# Worcester Belles WI

## Privacy Policy



---

We will collect this data directly from our members when they join the organisation.

Other payment details, for example, cinema ticket payments, may be collected and stored as needed. We may also require your bank details if we need to process any refunds.

### What is this personal data used for?

We use members' data for the administration of your membership; the communication of information, and the organisation of events.

### Who is your data shared with?

When you become a member of the WI, your personal information is stored on the WI's Membership Communication System (MCS) database which the WI are responsible for. The MCS database is the internal database of all WI members and is only accessible by our WI MCS Rep and Federation & NFWI staff, who will use the information to administer your WI membership (for example to send you copies of WI Life, or, if you have provided your email address, to authenticate your WI membership allowing you to access My WI and WI Training). If you are an officer, a committee member or have another role within the WI, they 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 log in yourself.

Your personal data is not passed on by us to any other organisations other than those indicated above

### Where does this data come from?

Data for our members comes from them when they join **Worcester Belles WI**.

### How is your data stored?

This information is mainly stored in digital form on computers. If you have submitted a paper membership application form, your data will be added electronically and the form will then be shredded securely by the MCS Rep.



# Worcester Belles WI

## Privacy Policy



---

Organisation Officers undertake to store any members' information in a secure digital form that cannot be accessed by any unauthorised person.

### Who has access to your data?

The MCS Rep can view and extract members' data in order for them to carry out their legitimate tasks for the organisation. Members of the committee will also have access to your contact details for the purpose of sending newsletters, organising socials, etc.

### What is the legal basis for collecting this data?

**Worcester Belles WI** collects the personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

### How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the MCS Rep.

You can contact us with a Subject Access Request if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

### Do we collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data".

We do not record any such special data.

### How can you ask for data to be corrected or removed?

You must keep **Worcester Belles WI** informed of any changes in your personal details by emailing the Secretary. You have the right to request that your personal data is deleted when you leave the organisation.



# Worcester Belles WI

## Privacy Policy



---

### How long we keep your data for, and why?

We may keep members' email addresses on file after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member's contact details entirely on request.

Ex members data is not available on MCS

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

Officers of the Organisation undertake to securely delete all organisation data they hold after they have left office.