

# The Federation of Women's Institutes of Northern Ireland

## General Data Protection Regulation (GDPR)

### Privacy Notice

#### Who we are

The Federation of Women's Institutes of Northern Ireland is a charity registered with the Charity Commission in Northern Ireland. It's charity number is NIC101656 and registered address Federation House, 209/211 Upper Lisburn Road, Belfast BT10 0LL.

For the purposes of the Data Protection Act (2018) the Data Protection Officer (DPO) is **Ms Mary McManus, Operation Manager**, who may be contacted at the above address or telephone number 028 90 301506.

The Federation is the controller for the purposes of all personal data that we process.

#### How we use personal data

The personal data, names and contact details, of our member is collected and used solely for the activities of the Federation: to enable communication with members and to comply with its statutory obligations.

This data is not shared with third parties, unless with your consent or required by law. It is kept securely using appropriate technical and organisational controls to protect against unauthorised or unlawful access, disclosure, loss, alteration or destruction.

#### How long we keep it

The data is held for one year after a member has left the Federation before it is deleted and any hard copies destroyed.

## Lawful basis for processing

The lawful bases for processing members' data is legal obligation, contract and legitimate interest in advancing the aims of the Women's Institutes.

The table below explains the purpose, types of data we collect and the lawful bases for our processing.

Purpose	Types of data	Lawful basis
To maintain a register of members	Member name	Legal obligation
To communicate with members about Federation business	Member name and contact details	Legal obligation
To administer membership subscriptions	Member name and payment information	Legal obligation and to fulfil a contract
To register trustees with the Charity Commission	Trustee name	Legal obligation
To manage the relationship with members	Member name, institute and contact information	Legitimate interests

## Your rights

Member's rights concerning their personal data are acknowledged and members may view the information held on them by contacting the Federation Data Protection Officer.

Members have the following rights in respect of their own personal data held by the Federation:

- **The right to be informed** about the processing of your personal information
- **The right to have your personal information corrected** if it is inaccurate and to have incomplete personal information completed
- **The right to object** to processing of your personal information
- **The right to restrict processing** of your personal information
- **The right to have your personal information erased** (the "right to be forgotten")
- **The right to request access** to your personal information and to obtain information about how we process it
- **The right to move, copy or transfer** your personal information ("data portability")
- **Rights in relation to automated decision-making** which has a legal effect or otherwise significantly affects you

If not satisfied a member has the right to lodge a complaint with the Information Commissioners Office <https://ico.org.uk/concerns/>