

The _____ Women's Institute

Data Protection Regulation (GDPR)

Privacy Notice

Who we are

The _____ Women's Institute is a branch of the Federation of Women's Institute of Northern Ireland a charity registered with the Charity Commission in Northern Ireland. The Federation 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 personal data of our members is held securely by our Institute Secretary or, provided as required to the Federation so that both may communicate with members and meet their statutory obligations.

How we use personal data

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

This data is not shared with third parties, unless with your consent or as 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 Institute before it is deleted and any hard copies destroyed.

The Federation Privacy Notice

This Federation of Women's Institutes of Northern Ireland Privacy Notice can be viewed on line, www.wini.org.uk or by contacting Federation House.

Lawful basis for processing

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

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

Purpose	Types of data	Lawful basis
To maintain a register of members	Member name	Legal obligation
To provide the Federation with list of members	Member name and contact details	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 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 Institute secretary.

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

- **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 a member has concerns they should refer them to the Federation Data Protection Officer, **Ms Mary McManus, Operations Manager**.

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