

## Hampshire County Federation of Women's Institutes Privacy Policy

Your privacy is important to us.

This privacy notice provides information about the different types of personal information we collect and the ways we use it.

### 1. Who are we?

The Hampshire County Federation of Women's Institutes (HCFWI or Federation) was formed in May 1918. HCFWI is a democratic, social and educational charity. Events are organised by the Federation throughout Hampshire and include crafts, arts, sports, leisure, drama, public and international affairs, leadership and much more. The Federation acts as a link between the National Federation of Women's Institutes (NFWI) and WIs in Hampshire.

HCFWI is incorporated in England and Wales as a Company limited by guarantee no. 2658417. Registered Charity, Number. 1010437, registered office is WI House, 22 – 24 Station Hill, Southampton Road, Eastleigh SO50 9XB.

### 2. When do we collect personal information about you?

Membership details

Events - ticketing

End of year change of WI Officers

Email addresses to set up Office 365, WI website and all communication

Magazine, website or Facebook articles and photographs

WI bank details for all finance

Committee member bank details for expenses

Invoicing

Your CV if applying for a job

We may ask to know if you have a disability or special dietary requirement and this information will only be used for a specific event in order to accommodate your needs.

### 3. What personal information do we use?

As part of your WI membership, we will collect WI Officers and Federation committee member details. Your name, postal address, email and contact number. We may also ask for an emergency contact number if we are booking a coach trip on your behalf.

Bank details for expenses upon application and election as a Trustee or Committee member.

WI members serving as a Trustee will be asked for the information required by Companies House and the Charity Commission.

#### **Hampshire County Federation of WIs (HCFWI)**

Company Secretary: Karen Panella

Email: [secretary@hampshirewi.org.uk](mailto:secretary@hampshirewi.org.uk) or [reception@hampshirewi.org.uk](mailto:reception@hampshirewi.org.uk)

Charity Reg No. 1010437 Company Reg. No. 2658417

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#### 4. How do we use your personal information?

- a) To provide you with services, products or information you request
- b) To provide details of Office 365 and passwords
- c) To invite you to Federation events and training
- d) To process any donations
- e) To process receipts/acknowledgements for payments
- f) To send tickets/information on Federation events
- g) To answer your questions/requests and communicate with you in general
- h) To ask you for volunteer support
- i) To administer our accounts (using SAGE 50 accounting software)
- j) To include any articles for the Hampshire News magazine, website or Facebook
- k) Keep the membership Communication System (MCS) up to date in order to allow NF to send your copy of WI Life
- l) Show your Officer role on MCS and use this information to help the Federation administer these roles
- m) To fulfill HCFWI legal obligations in respect of HMRC, Companies House and the Charity Commission
- n) To pay staff and use sensitive personal data in line with HMRC and legal requirements
- o) To re-imburse approved Trustee, committee and other expenditure

5. HCFWI will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. Access is restricted to staff and specialist committee members who may need access in order to carry out their role. All staff and committee members are trained in handling the information securely using password protection.

#### 6. How long do we keep your personal information?

To comply with HMRC regulation we keep records for audit purposes for up to 7 years. Additionally HCFWI will comply with legal requirements under company and charity law to maintain records of meetings and attendees.

We collect and use personal data to promote the aims and objectives of HCFWI.

We do not share any member personal information with any third party with the exception of staff, committee volunteers and our IT support (Absolute Technology). Their privacy statement is available if requested. They understand their legal responsibility to maintain confidentiality and follow HCFWI procedures to ensure this.

We use cloud-computing facilities for storing your information. HCFWI has a rigorous agreement with our provider to ensure that we meet obligations to keep information secure. Any paper records are locked away securely and shredded when no longer needed.

As a WI member, you will continue to receive information from us in order to fulfill our legitimate charitable objectives and make you aware of our services.

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