

Privacy policy

Introduction

The Worcestershire Federation of Women's Institutes (WFWI) is a charitable organisation that operates under the umbrella of the National Federation of Women's Institutes (NFWI). The WFWI works within the [NFWI privacy policy](#) where relevant, which provides details about the different types of personal information that the NFWI collects and the ways in which that information is used.

How the WFWI uses your personal data

1. As part of your membership of the WI, we will store and use your name, address, telephone number and email address to fulfil the contract that is created between you and the WI, and to keep you informed of WI events locally and at Federation and National level.

Your consent

2. Each year you will be asked by the WFWI to indicate your consent (or not), for the WI:
 - a. To take photographs of you or include you in videos or other types of recordings.
 - b. To use photographs, videos or other recordings that include you in internal documents within your own local WI, on social media and/or in local, County, NFWI or general press releases.
 - c. To hold the month or full date of your birthday in order to celebrate your birthday by, for example, sending you a birthday card.
 - d. To include you in WI promotions and articles such as the WFWI news, the NFWI news, local newspapers and magazines, and/or social media and relevant WI websites.

Forwarding information to you

3. Each year you will be asked to indicate your consent (or not), for the WI:
 - a. To forward information from the WFWI and NFWI relating to activities and discounts for members.
 - b. To forward information from the WFWI, NFWI and local WIs relating to WI events, workshops, outings, meetings and other activities.
 - c. To forward information from individual WI members about events, discounts and offers that they think may be of interest to other members.

Providing your personal data to others

2. We may disclose your personal data to any member of the NFWI or WFWI insofar as reasonably necessary for the purposes, and on the legal bases.
3. We may disclose your personal data to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance

coverage, managing risks, obtaining professional advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

4. In addition, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

Retaining and deleting personal data

5. Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. In some cases it is not possible for us to specify in advance the periods for which your personal data will be retained. In such cases, we will determine the period of retention based on the period of retention of transaction and correspondence data will be determined based on your services with us.
7. Notwithstanding the other provisions of this Section, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

Your rights

8. You have the right to:
 - a. Ask us for confirmation of what personal information we hold about you, and to request a copy of that information. If we are satisfied that you have a legal entitlement to see this personal information, and we are able to confirm your identity, we will provide you with this personal information.
 - b. Request that we delete the personal information we hold about you, as far as we are legally required to do so.
 - c. Ask that we correct any personal information that we hold about you which you believe to be inaccurate.
 - d. Object to the processing of your personal information where we: (i) process on the basis of the legitimate interests ground; (ii) use the personal information for direct marketing; or (iii) use the personal information for statistical purposes.
 - e. Ask for processing of your personal information to be restricted if there is disagreement about its accuracy or legitimate usage.
9. At any point you can request to unsubscribe from any WFWI newsletters you have subscribed to, or remove your personal information from the database by contacting us using the details listed below.
10. Please note that where you ask us to delete your personal information we will maintain a skeleton record comprising your name and contact details to ensure that we do not

inadvertently contact you in the future. We may also need to retain some financial records for statutory purposes, for example Gift Aid.

Our details

11. The WFWI is a registered charity in the UK, charity registration number 228664, operating out of a registered office at Unit 7 Elgar Business Centre, Moseley Road, Hallow, Worcester WR2 6NJ.
12. The website is owned and operated by the WFWI.
13. You can contact us:
 - a. By post, to the address above,
 - b. Using the contact form on our website,
 - c. By telephone using the contact number published on our website or
 - d. By email using the email address published on our website.