



## MIDDLESEX FEDERATION OF WOMEN'S INSTITUTES

*A charitable incorporated organisation*

Unit 3, 7 The Green, West Drayton, Middlesex UB7 7PL

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Charity Registered Number 1167199



### **Middlesex 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 Middlesex Federation of Women's Institutes (MFWI or Federation) was formed in 1921. MFWI is a democratic, social and educational charity. Events are organised by the Federation throughout Middlesex 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 Middlesex. MFWI is a charitable incorporated organisation. Registered charity number. 1167199, registered office is Unit 3, 7 The Green, West Drayton, Middlesex UB7 7PL.

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

Membership details

Events - booking

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 the Charity Commission.

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

- a) To provide you with services, products or information you request
- b) To provide details of MFWI Tool Kit, 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
- j) To include any articles for the Middlesex News magazine, website, Twitter or Facebook
- k) Keep the membership Communication System (MCS) up to date in order to allow NFWI 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 fulfil MFWI legal obligations in respect of HMRC and the Charity Commission
- n) To pay staff
- o) To reimburse approved Trustee, committee and other expenditure

#### **5. 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 MFWI will comply with legal requirements under charity law to maintain records of meetings and attendees.

#### **6. Due Care and Third Party Involvement**

MFWI 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.

We collect and use personal data to promote the aims and objectives of MFWI. 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 MFWI procedures to ensure this. We use cloud-computing facilities for storing your information. MFWI 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 fulfil our legitimate charitable objectives and make you aware of our services.