 WOOL WI

PRIVACY NOTICE

Your privacy is important to WOOL WI. This privacy notice provides information about the personal information that we collect and the ways in which we use it.

**When do we collect personal information about you?**

We will collect personal information from you when you join or communicate with us by any means.

**What happens to your personal information?**

1. Contact details will be input into the NFWI Members Communication System (MCS) which is password protected.
2. We will also hold details of current members for administration and communication purposes.
3. For non members we will only capture the minimum amount of information that we need in relation to your visit or enquiry.

**Who will hold the information?**

Information will be held securely by designated person/s, usually an Officer, who requires it for administration purposes. Electronic files will be password protected and paper copies will be held securely.

**How do we use your personal information?**

There are legitimate reasons to hold personal information for running the WI, to comply with legal obligations or to carry out a contract to which you are a party. For any other purposes we will request your consent.

**Do we share your personal information?**

We will not sell, rent or lease your personal details to a third party but reserve the right to disclose personal information for legal or regulatory obligations or proceedings and for auditing purposes.

**How long do we keep your personal information?**

We will erase your personal information immediately when you cease to be a member, hold office, your enquiry is complete or you wish to withdraw your consent, other than for that held for administrative and financial purposes.

**What are your personal rights?**

You are entitled to ask us to see your personal information, correct it or have it deleted. You have the right to be forgotten. You can also ask us to restrict how we use it.

**What about personal details on websites?**

We will not use your personal information on our website or within any form of social media, without your consent, but we will not be responsible for the privacy practices of the the web or content of linked websites.

**Who do I contact about personal information that has been collected?**

Firstly contact our WI Secretary and/or DFWI Federation Secretary about your concern. If they cannot resolve it you have the right to lodge a complaint with the Information Commission’s Office at www.ico.org.uk/concerns

Our contact email: *(Insert WI email address)*