

## Christchurch Belles WI 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?  
Christchurch Belles WI was formed in January 2019. We are a democratic, social and educational charity. Events are organised by include crafts, arts, sports, leisure, drama, public and international affairs, leadership and much more.
2. When do we collect personal information about you?  
Membership details  
Events  
WI website, Facebook articles and photographs  
WI bank details for all finance Committee member bank details for expenses  
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 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
4. How do we use your personal information?
  - a) To provide you with services, products or information you request
  - b) To invite you to events
  - c) To answer your questions/requests and communicate with you in general
  - d) To ask you for volunteer support
5. Christchurch Belles WI will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. Access is restricted to committee members who may need access in order to carry out their role.
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 we 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 the WI. We do not share any member personal information with any third party with the exception of Dorset Federation. Their privacy statement is available if requested. They understand their legal responsibility to maintain confidentiality and follow DFWIs procedures to ensure this. Any paper records are locked away securely and will be 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 what we are doing.