



Wenhaston Womens Institute

Charity Number: 1034582

Trustees: WI Committee

## **General Data Protection Regulations (GDPR) Policy**

This Data Protection Policy has been drawn up to conform with the statutory requirements of the General Data Protection Regulations (GDPR) **which came into force on 25th May 2018.**

Consideration has been given as to how, as data controllers of Wenhaston WI, the Trustees record information about members, volunteers, villagers and outside contractors. This data includes the retention of names, addresses, and e-mail information so that communications can be applied in the most efficient manner.

Images taken at events may be stored or posted for use as promotional material. The general public attending such events will be advised and invited to inform a Wenhaston WI trustee if they do not wish to be photographed.

All new members complete and sign a WI Data protection authority form giving their consent to the above. Further guidance is available on the NFWI website within MyWI.

Wenhaston WI conforms to the requirements of the GDPR and the Trustees declare that any personal data held, will not be sold, hired, lent or in any way be employed in an unauthorised manner.

Data will be retained in a safe and secure manner only at the express approval by opting IN. Bank details given will not be kept. Personal data can be inspected, modified or be removed from our records at any time by emailing or by letter – contact details are shown on the WI programme pinned to the WI notice board in the village hall foyer.

Data will not be retained for past members or by those opting OUT .