

LANCASHIRE FEDERATION OF WOMEN'S INSTITUTES

GENERAL DATA PROTECTION REGULATION (GDPR): THE FACTS

In the digital age it can be hard to know exactly who has access to your personal data and why. Here's all you need to know about the new regulations to help you run your WI.

Keep members informed: In order to give you more control over their data the GDPR will now require organisations to inform you of the personal data they are collecting, why they do so, and identify a legal basis for this. They need to let you know if, and with whom they share the data and how long they will store it. You also have the right to access the information and if the information is incorrect you can ask for it to be rectified. As a WI, you must try to be as transparent as possible when it comes to personal data. When new members join, make sure they read the WI member's details form carefully, and do make them aware that their information is to be used only for administering their membership.

Deleting data: Some members may not feel comfortable sharing their data or may change their mind once they have joined the WI. Under the new regulations there are circumstances when you can ask an organisation to delete your data completely – but this is not an absolute right because there may be other reasons for it to be kept. You can also let organisations know that you disagree with the way that your data is being handled and stop them from doing so. If a member expresses concerns, email dataprotection@nfwf.org.uk for advice.

What to do if there's a data breach: A data breach occurs when personal data is destroyed, lost, altered, unauthorised, disclosed or accessed. This could have resulted from simply forwarding an email that contains details such as a phone number to third party without the member's consent. The GDPR will require organisations to report a data breach within 72 hours after it has been detected if there is a likelihood that the rights of the individual are at risk – in some cases it may be reported directly to the affected individuals if there is a high risk. If you are worried that member's details have been subject to a data breach, email dataprotection@nfwf.org.uk for advice

Be savvy about email safety: Forwarding emails that may contain members personal information is something you need to be extra vigilant about because mistakes are easily made. If you have received information that you need to make other members aware of by email, such as details of an event, don't just hit the forward button. Pause for a moment to carefully read through what you are sending on. If in doubt, copy and paste the exact details you need rather than the entire email.

Don't pass on members' details: It's quite usual for a member to request another's contact details – such as their phone number – so that travel plans can be made for a meeting, or simply asking for an address to send a birthday card. But before you hand over the information, make sure you seek permission first. Even if you are certain that the members know each other well, you should never pass on anyone's personal information without contacting them first.

Know your rights: If you are uncomfortable with how your data is being used by any organisation, there is no need for you to worry. Under the new legislation you will have the right to bring complaints directly to the Information Commissioners Office (ICO) and pursue legal action. If you would like to find out more information, visit ice.org.uk

NFWI and the new regulations: Last year, the NFWI carried out an extensive data mapping of all personal information they process; documenting the data collected, what they do with it and whom they share it, and for how long it is stored. They only collect members' personal information that is necessary for administering their WI Membership. If you wish to view or amend the details, please contact NFWI. More information is available in the privacy policy: thewi.org.uk/cookies-and-privacy-policies/privacy-policy.

NFWI will be sending out further information and guidelines as follows: -

- **NFWI Privacy Notice.** This will be available on both the main website (thewi.org.uk) and My WI, with links to it highlighted in all future communication with members.
- **A letter to all WI members.** This will be inserted with the July & August issue of *WI Life* in June 2018 and will be referred to both in the Chair's *WI Life* column and on the cover of the magazine.
- **Guidance for WI Secretaries.** This will be sent to all WI Secretaries in the next NFWI mailing at the end of June 2018 and will also be made available on My WI.
- **A new WI Member registration form** for entry of member details into the Membership Communications System (MCS). This will be available on My WI from 11 May and it is on the Lancashire Federation Website under 'useful information' (www.lancashirewi.org.uk)