**Great Totham Women’s Institute** needs personal information about you in order to run the group.

In legal terms we are a “data controller” and we are required to tell you some things about the personal information we have about you, how we use it and what your rights are in relation to it.

**What is personal information?**

Personal information is information that identifies a living individual. This would include information provided to us by you.

**Your personal information**

We collect, hold and process information necessary to administer your membership. This includes:

* your personal details such as your name, address, date of birth, email address and telephone number
* information relating to your membership such as membership type and gift aid eligibility
* information relating to your communication preferences such as opt in/out status for internal and external email contact

**How we use your personal information**

We use your personal information for the following purposes:

* for general administration of your membership which includes updating the National MCS database
* for communicating with you in relation to meetings, minutes of meetings and for circulating information passed to us by Essex Federation and National Federation
* for providing members with birthday cards
* for claiming gift aid

**Disclosure of your personal information**

The only organisations that we disclose your information to are the National Federation of Women’s Institute, via the MCS database, and the Essex Federation of Women’s Institute, via event registrations that you have elected to attend.

**Retention of your personal information**

We will keep your personal information for as long as it is necessary for the proper administration of your membership; any members who have not renewed their membership by April will be deemed to have left and their details will be removed from the current membership database and updated to be lapsed in the National MCS database.

It is important to inform us of any changes in your personal details to ensure the information we hold is kept accurate and up to date.

Privacy Information for National Federation of Women’s Institute and the Essex Federation of Women’s Institute can be found on their websites.