PRIVACY POLICY

**INTRODUCTION**

At Reigate Evening WI (REWI) we want you to feel welcome, whether it’sat our meetings or on our website. Sometimes in order to give you the most from your WI experience, we need to hold and use personal data about you.

This Privacy Policy explains when and why REWI collect your personal data, what we use it for, how we keep it secure and when we disclose it to others.

NFWI have issued a detailed Privacy Policy explaining how they use your information for administering your membership, which you can find [here](https://www.thewi.org.uk/cookies-and-privacy-policies/privacy-policy).

**THE INFORMATION WE COLLECT**

Information you give us when you join the WI, interact with us on social media or when you contact us by phone or email. This may include your name, email address, phone number, date of birth and other information we may ask in connection with administering your membership or organising meeting or events.

**HOW WE USE YOUR INFORMATION**

We use the information you give to us to:

* Administer your WI membership through the MCS
* Give you news about the activities of REWI, other WIs in the area or notices from SFWI and NFWI
* Giveyou information about trips and events you have signed up for
* Request help for running the monthly meeting, such as serving the refreshments or donation of items for the raffle

In accordance with the law, we only keep your personal information for the period necessary to accomplish the purpose for which it was provided.

**HOW WE SHARE YOUR INFORMATION**

When you fill in a WI membership form, the information is entered into the NFWI’s MCS. Details of how NFWI use this information is available on their website [here](https://www.thewi.org.uk/cookies-and-privacy-policies/privacy-policy).

Within REWI, the information you have provided is only available to:

* The members of REWI committee
* The MCS representative (where this person is not already on the committee)
* The organisers of events or groups for which you have signed up via a board at one of our meetings or via email to a member of the committee

**DATA SECURITY**

We have technical and organisational measures in place to protect your data as comprehensively as possible. In addition to our commitment to secrecy and a careful selection and monitoring of our service providers, who are bound to comply with high security standards for the protection of your personal data, we also secure our operating environment adequately and use data encryption.

**YOUR RIGHTS**

You have the right to request details of the personal information we hold about you as well as the purpose of its processing, and a right to demand the correction of incorrect data and the deletion of data which is inappropriate or no longer needed. Bear in mind that if you choose not to share certain information with us, it may mean that we can no longer provide you with our services.

**COOKIES**

We love cookies at the WI, but the REWI website only has one. It’s found on many Microsoft websites and it’s used by the server when you visit our website. It doesn’t hold or collect any personal data. You can find out more by clicking on the link below.

[ASP.NET\_SessionId](https://cookiepedia.co.uk/cookies/ASP.NET_SessionId)

**UPDATES**

We review our Privacy Policy regularly, and you can always find it here.
This Privacy Policy was last updated on 16th July 2018.