

LFWI GUIDANCE ON GENERAL DATA PROTECTION REGULATIONS (GDPR) AND MEMBER CONSENT

Introduction

This guidance is not intended to be a definitive guide to GDPR but will assist you in complying with the principles set out below. There are several detailed guidance documents produced by the LFWI and NFWI including:

- LFWI General Data Protection Regulations (GDPR) & Privacy & Electronic Regulations (PECR) Consent Form, **see Appendix 1**
- LFWI Privacy Policy found at <https://lancashirewi.org.uk/privacy-policy>
- WI Membership Registration Form, issued by NFWI.
- NFWI Guidance - The UK General Data Protection Regulation (GDPR) - Practical next steps and examples for federations and Wis.

The Seven Key Principles

Complying with the General Data Protection Regulations (GDPR) is a statutory requirement based on the following principles:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

More detailed information on the principles can be found at <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-protection-principles/a-guide-to-the-data-protection-principles>.

The Importance of These Principles

- The principles lie at the heart of GDPR and compliance with the spirit of these principles is a fundamental building block for good data protection practice.
- They are the key to compliance with the detailed provisions of the UK GDPR.
- Failure to comply with the principles may lead you open to being reported to the information commissioner and a potential fine.

Why the WI Collects Information About Members

There are many reasons why individual WIs and both LFWI and NFWI collect information with the overarching reasons being to enhance the membership experience and to safeguard individuals. **More details are set out at Appendix 2.**

LFWI Consent Form

The LFWI Consent form is the primary document used by WI's to collect information. Set out below are the key points about how this process should be managed.

- It is imperative that **every WI member completes a Consent Form.**
- It is recommended that a **member of your Committee is designated as responsible for GDPR compliance** and members are made aware of this.
- **This role includes the review all forms** to ensure compliance with member's wishes.
- **You must undertake an annual review of the Consent Forms** to identify if anyone's circumstances have changed. This should be **when annual subscriptions are paid** as this is when most changes may occur.
- Any **new members** should complete a blank form.
- **Forms relating to those who have not renewed** should be safely destroyed.
- **If a member declines the opportunity to complete a form**, it is in the interest of your WI to **ask the member to sign a disclaimer** to that effect. A disclaimer form is attached at **Appendix 3** and is available on the LFWI website. This should be retained along with the GDPR forms.
- We appreciate that some WI's have a large membership and to reduce the administrative burden and paper use **renewing members can review their existing form evidenced by initials and a date.**
- **Anyone with changes should complete a new form.**
- **Checks** should be made to ensure that **every member has returned a form.**
- **Periodically** long-standing members should complete a new form to ensure that the signature and date of the consent remain clear.
- **Members** should also be made aware that **they can make changes and request a new form at any time.**
- **The forms must be kept securely** (for future reference) in a locked drawer, cupboard or document box.
- **Multi members** should complete a form at each WI.

Emergency Contact Details

Another purpose of the form is to collect members emergency contact details and specific details relating to health conditions.

- A list of these should be compiled, held securely by a designated committee members and be available at all WI meetings should an emergency occur.
- A further committee member should be an agreed back up to cover for absence.
- The list should include any details of specific health conditions shared by a member where assistance may be needed to manage the condition, ensure a speedy response and prevent harm.
- Such a list is particularly relevant given that some people no longer carry personal effects other than a phone.
- For any trips or events outside of your main meeting when members may divide into smaller groups away from the organiser you may wish to put alternative arrangements in place e.g. requesting that members have a contact details card on their person.

LFWI General Data Protection Regulations (GDPR) & Privacy & Electronic Regulations (PECR) Consent Form

By law (Data Protection Act 2018) the Lancashire Federation of Women's Institutes (LFWI) **AND** your own WI **MUST** make you aware before your personal data (information about you) is obtained from you. Details of how this information is used and stored are set down in the LFWI's Privacy Policy that can be viewed on the Federation's website www.lancashirewi.org.uk/privacy-policy.

Please be aware that, through your national membership of the WI, and because you have completed a Membership Form and your MCS Representative has placed this information, electronically, with the National Federation of Women's Institutes (NFWI), you will have already given consent for some communications from both the NFWI and the LFWI and this is complicit with GDPR as a Legitimate Interest. However, your WI and the LFWI need to obtain more explicit details in order to provide a full and beneficial membership service and to enable you, as a paying member, to obtain the maximum benefit from your WI membership. Therefore, we would like to hold and use your personal information for the purposes below. To this end.....

PLEASE READ THE FOLLOWING ATTACHED FORM VERY CAREFULLY AND TICK ALL RELEVANT AREAS TO WHICH YOU WISH TO INDICATE YOUR CONSENT. You may consent to all of the purposes, some of them, or none of them. PLEASE MAKE CERTAIN THAT YOU DELETE ANY AREA FROM WHICH YOU WISH TO OPT OUT, otherwise you may still be contacted, and your details may still be used. If you do not consent to your WI using any of your personal information than you will not be contacted or included in any of the activities outlined.

This is an important requirement, and it is imperative that **EVERY WI MEMBER** completes a Consent Form. If a member refuses to complete the form, then they are required to sign a Disclaimer.

This is an important requirement, and it is imperative that every WI member completes a Consent Form and that the form must then be returned and kept securely (for future reference) in a locked drawer or cabinet. If a person is a member of multiple WI's a Consent Form must be completed and held on file at each WI. Once a person is no longer a member of a WI then the form must be destroyed/shredded.

Your WI Secretary will tell you to whom this form should be returned and to whom you should refer should you wish to make any changes to the original. (This will be dependent on who is responsible for Privacy in your WI)

CONSENT FORM FOR MEMBERS OF THE LANCASHIRE FEDERATION OF WOMEN'S INSTITUTES

VERY IMPORTANT Please tick YES to give your consent and NO if you do not wish to consent to the activity.

To include my contact details in a Directory FOR SOLE USE OF designated persons in my WI (e.g., Treasurer/President/Secretary/MSR Rep.) and the LFWI (e.g., Office Administrator, Trustees, Chairs of Committees, Officers of other WIs in the Federation via a Yearbook)

Reason: For contact, should my WI be cancelled, changes made to times and venue, or for any other matter connected with the smooth running of my WI and for sharing of information between the Federation Office, Teams and other WIs throughout the Federation.

YES NO

To keep me informed of news, activities and events associated with my WI.

Reason: To keep my WI in touch with me, so I don't feel left out if I cannot attend a meeting.

YES NO

To receive communications from other WI members at certain time, i.e., Birthdays

Reason: Member welfare

YES NO

To be willing to take part in photography for my WI archives or to be displayed in my WI and LFWI activities or publications.

Reason: To keep a record of my WI and LFWI and to publicise all the good things we do.

YES NO

To receive electronic communications (if appropriate) from my WI and LFWI regarding matters of interest and information.

Reason: There are so many courses, activities, outings and wonderful educational opportunities that will be of real interest and importance to all members.

YES NO

To be willing to supply emergency contact information. I will obtain the consent of a named person.

Reason: Health and Safety, to protect and help me and help others to assist me when necessary.

YES NO

To be willing to supply details of medical conditions to support my continuing well-being at meetings or out on visits. **I understand that this information will only be available to designated people.**

Reason: For my protection and safe keeping in case I need assistance quickly.

YES NO

I understand that the LFWI and my own WI may use my personal details to keep me informed of all activities/events/ meetings that will enable me to benefit from my WI membership and, **by providing this information, I am giving permission for my personal data to be used for all WI and LFWI purposes, as affirmed above.**

I understand that I can change my consent at any time or withdraw it completely.

Signed.....Print Name.....Date.....

INFORMATION THAT YOU WISH YOUR WI TO RETAIN

Name DOB

Address

Home Telephone Mobile Email

Preferred Contact Method (tick) Home Phone/Mobile/Email/Post

EMERGENCY CONTACT

Name Relationship Contact Number

Signature..... Print Name..... Date.....

FOR USE BY THE PERSON RECEIVING THE CONSENT FORM

Signature.....Office..... Date.....

IT IS ILLEGAL TO DISTRIBUTE THIS INFORMATION TO UNAUTHORISED PERSONS

Why the NFWI Collects Information About Members

- To ensure that those seeking membership are eligible to be WI members.
- To administer a person's membership and any responsibilities they hold within the WI by uploading and retaining information on the Membership Communication System (MCS).
- To enable members to receive the WI's membership magazine, WI Life.
- To send members communications if they subscribe to a specific newsletter such as the Public Affairs Digest or the NFWI Newsletter.
- To enable members to use Digital WI services e.g. My WI and VIA.

Why LFWI Collects Information About Members

- To enable dissemination to members about federation activities e.g. courses, events, newsletters, the Annual Council Meeting plus other reasons as below.

Why Wis Collect Information About Members

- To include member contact details in a Directory for sole use of designated persons in the WI e.g., Treasurer/President/Secretary/MSR Rep.
- To keep members informed of news, activities and events associated with their WI and LFWI so they feel included and are made aware of social and educational opportunities.
- To enable dissemination to members about federation activities.
- To enable contact with members should a meeting be cancelled or changed.
- To promote good member welfare e.g. remembering special birthdays but also remembering that confidentiality should be maintained.
- To establish their willingness to take part in photography for WI archives or to be displayed in WI and LFWI activities or publications to keep a record and to publicise all the good things we do.
- To receive electronic communications (if appropriate) from my WI and LFWI regarding matters of interest and information.
- To be willing to supply emergency contact information for health and safety reasons to protect members and help others provide assistance.
- To be willing to supply details of a medical nature should this be necessary for the continued well-being of members at meetings or out on visits.

LFWI DISCLAIMER

General Data Protection Regulations (GDPR) & Privacy & Electronic Regulations

You have been asked to complete a GDPR form in line with the legal requirements of the Data Protection Act 2018. Details of how this information is used and stored are set down in the LFWI's Privacy Policy that can be viewed on the Federation's website www.lancashirewi.org.uk/privacy-policy.

Your WI and the LFWI need to obtain more explicit details in order to provide a full and beneficial membership service and to enable you, as a paying member, to obtain the maximum benefit from your WI membership.

As you have declined to complete a GDPR form and identify areas to which you consent this WI and LFWI cannot be responsible for any data breaches, which may occur as a result.

The form also includes essential details of an emergency contact. In your case we would be unable to contact a designated person should the need arise.

I the undersigned understand the consequences arising from my failure to complete a GDPR Form.

Signature:

Print Name:

Date: