

## Data Mapping Exercise for your WI (Lancashire Federation)

NFWI require all WIs & Federations to undergo a Data Mapping Exercise. This table has been designed for your ease of use.

Who is your WI's personal Data about?	How did your WI collect the personal data?	What kind of personal data does your WI hold?	Why was the personal data collected & processed?	Is personal data only used for the purposes for which it was collected?	Was the personal data collected directly from the individual?	How often is the personal data checked for accuracy, amended & updated?
Members	WI Member Registration Form (for WI) & MCS form (for NFWI)	Contact details Photo consent: Social media agreement Signature	To administer WI Membership Seeking consent or agreement	Yes	Yes	Annually or as and when requested by members
Bookings contacts eg village hall manager; Speaker			Organisation of meetings	Yes	Yes	
Who has access to the personal data?	What is the lawful basis for your WI processing the personal data?	Does your WI have a GDPR agreement in place with any 3 <sup>rd</sup> party?	How is the information stored?	Where is the personal data stored?	How long is your WI retaining the personal data?	Have individuals been informed of their privacy rights?
The MCS Representative & the WI Committee, Federation office & NFWI staff	Legitimate interests as stated on the NFWI Privacy Policy.	The MCS is hosted by Infoworks, to which the NFWI has a GDPR agreement.	Electronically and manually	The information is password protected on the MCS and the WI Membership Details forms are kept securely by an appointed WI Officer in her home.	MCS data: held until 5 years after a member is no longer a member of the WI  WI data: Paper record destroyed or electronic record deleted after member leaves WI	Yes, members have right to: <ul style="list-style-type: none"> <li>• See what held on record</li> <li>• Change any errors</li> <li>• Alter details</li> <li>• Restrict access</li> <li>• Prevent entry on database</li> <li>• Erase from database</li> </ul>
WI Committee & Programme Secretary & Federation Committees & office staff		Any 3 <sup>rd</sup> party organisation handling members' data will be requested to destroy all personal data after event		When booking events, members' details are sent to the Federation office & held securely on locked premises,	Information with 3 <sup>rd</sup> parties destroyed after event	

Please look through, sign and retain for your records.

We agree the above measures have been taken by our WI

Signed: .....WI President

Date: .....

: ..... WI Secretary