



# WIG

The Whitehall & Industry Group  
connecting the sectors

## **WIG Membership Application Form**

We are delighted that your organisation is applying to join The Whitehall & Industry Group. Once accepted into the membership, this application information will support us to on-board you as a new member and ensure you and your people gain the most from WIG over the months and year ahead.

We kindly ask you to fill in all the required sections below. The completed form should be sent via email to [REDACTED]. A member of the team will then be in contact.

## **About The Whitehall & Industry Group**

WIG is a charity, independent and neutral. Established in 1984, our charitable purpose is to build understanding and cooperation between the sectors for the greater public good - a nation better governed, business better informed and, ultimately, society better served. WIG believes that the solutions to global, national, and organisational challenges are inspired by bringing the right people together from across the sectors to engage, collaborate and learn from one another. We achieve these outcomes through a comprehensive and well-regarded programme of events, leadership programmes, masterclasses, and other cross sector placements.

In joining The Whitehall & Industry Group, you have agreed to join a high calibre membership of over 240 organisations which includes more than 130 FTSE or FTSE-equivalent companies, all UK government departments and most of the major agencies and regulators, along with local authorities, universities, and charities. By enabling dialogue, learning and understanding, WIG provides neutral, expert facilitation for constructive engagement between these different sectors. We create an environment that brings about better-informed policy, better leadership and more effective cross sector partnerships which ultimately leads to solutions to common challenges. Importantly, this trusted environment also supports adherence with the Civil Service code and respects potential sensitivities around commercial conflicts of interests, lobbying and overt business development.

The Whitehall & Industry Group is a company limited by guarantee and a registered charity, number 1061584. Its registered address is 80 Petty France, London SW1H 9EX. To view WIG's Terms of Engagement in full, please visit the WIG website: [REDACTED]

## **Main contact(s) for WIG**

To liaise with WIG on a day-to-day basis and to maximise the benefits of your WIG membership, we require three main contacts from your organisation. One contact ideally will sit in your External Engagement/Government Affairs team, another will be from HR or Learning and Development and the third from your Press Office or Communications team to support the dissemination of information internally. Members report that internal publicity helps to maximise engagement and therefore value.

|   | Name       | Job Title  | Email Address |
|---|------------|------------|---------------|
| First Main Contact<br>(Government/External Affairs) | [REDACTED] | [REDACTED] | [REDACTED]    |
| Second Main Contact<br>(Learning & Development/HR)  | [REDACTED] | [REDACTED] | [REDACTED]    |



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|                                      |  |  |  |
|--------------------------------------|--|--|--|
| Press/ Communications Representative |  |  |  |
|--------------------------------------|--|--|--|

## Additional Contact(s) for WIG's professional networks

To encourage the sharing of best practices across the sectors, WIG runs eight [professional networks](#) for senior leaders in key functions. Network events include workshops and roundtable discussions with peers from across WIG's membership. In order to assign individuals to these networks and thereby gain value from relevant, **invite-only opportunities**, please provide your colleagues' contact details below.

Please note that by providing this information, you confirm that you have obtained the consent of the individuals to be added to the WIG database and mailing list. They can unsubscribe at any time.

| Professional Network   | Name                  | Job Title | Email Address |
|--|-----------------------|-----------|---------------|
| Governance (Non-Executive Director/Trustee)                      |                       |           |               |
| Chief Executive Officer  |                       |           |               |
| Chief Technology/Chief Information Officer                       | Not in post currently |           |               |
| Head of HR   |                       |           |               |
| Head of Communications   |                       |           |               |
| Head of CSR/Sustainability                                       | N/A                   |           |               |
| Head of Corporate/Government/Public Affairs/ External Engagement |                       |           |               |
| Head of Diversity & Inclusion                                    |                       |           |               |

## Can we use your logo to promote your organisation's involvement with WIG?

By adding your logo to our [\[redacted\]](#) it will highlight your organisation's commitment to creating a better society. This usage includes but is not limited to, our website, social media, and email marketing. We agree to adhere to your brand and logo guidelines. By ticking yes, you agree to send a high-res copy of your organisation's logo alongside this form.

[redacted]

## Account Billing/ Department details

Is a purchase order number required? [redacted]

Other details (if required):



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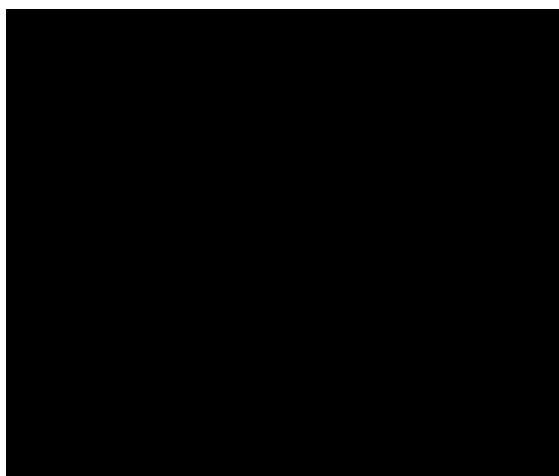
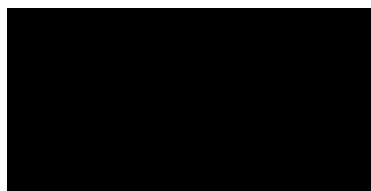
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In order to process membership, the following billing form must please be completed. If you would like to discuss any matter relating to payment, please email our finance team. [REDACTED] please note **that Payment is due in full within 30 days** of the invoice being sent.

|  |                                       |
|--|---------------------------------------|
| Legal entity name for billing purpose                | [REDACTED]                            |
| Legal full billing address (Please include postcode) | Trade Remedies Authority   [REDACTED] |
| Legal accounts tel. no.                              |                                       |
| Accounts email                                       |                                       |
| VAT No   |                                       |

## Submission

Please send this form via email to [REDACTED]. One of the team will be in touch and will send across your welcome pack, commencing the onboarding process. Thank you very much, we look forward to partnering with you.



WIG is a charity with the unique charitable purpose of improving learning, understanding and collaboration between the public, private and not-for-profit sectors. Established nearly 40 years ago by the Cabinet Office



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and the CBI, WIG is supported in its endeavours by the wider Civil Service and Cabinet Office through an MOU.

While creating a trusted platform for dialogue and shared learning, WIG prides itself on providing an impartial, politically neutral, lobbying free forum for constructive cross-sector discussion. Our events and programmes are designed with the sole objective of delivering our charitable purpose.

At all WIG events:

- Participants are reminded that that they are in attendance in the spirit of better collaboration, to share ideas and feedback in a constructive manner.
- Discussion around commercially sensitive or proprietary information is discouraged.
- WIG reserves the right to remove any participants or organisations seeking to sell services, lobby or unduly influence government officials, those deemed to be not engaging in constructive dialogue or causing disruption.
- WIG asks that all invitation-only events are observed by more than one civil servant and that accurate records are kept.
- Where appropriate, sessions are recorded and available to view for all members, on-demand. To

ensure ongoing accountability and transparency:

- WIG retains full discretion over the acceptance of a new member organisation, only those seeking to support the charitable purpose will be invited to join and participate in programmes.
- All members must sign an MOU which includes the requirement to adhere to the [Civil Service code](#) and respects potential sensitivities around commercial conflicts of interest. They are reminded to respect this agreement at all WIG events and functions.
- WIG does not accept payment or sponsorship to broker specific meetings or events with officials, private sector or any other organisation.
- A WIG representative will be present at all events, programmes and roundtables to support in the facilitation of a constructive dialogue as part of our charitable purpose.
- WIG has a board of trustees including figures from across the public, private and not-for-profit sector to ensure our on-going impartiality and non-lobbying position.



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## **Terms and Conditions**

By using or accessing [REDACTED] (the/this "website"), you agree to be subject and legally bound by the following terms and conditions of use.

### **Who we are**

This website is operated by The Whitehall & Industry Group ("WIG", "we", "us", "our"). Our details are set out at the end of these terms and conditions of use, or please read the [REDACTED] " section of the website.

### **Copyright and intellectual property**

All intellectual property rights (including without limitation copyright, trade marks and database rights) in the website and its contents (including WIG's name and logo), are owned by or licensed to WIG. Members organisation logos are used with permission.

Unless otherwise stated:

- You may download or print extracts from the website for either your own personal and non-commercial use, or that of your workplace colleagues.
- You may save content to a disk or other storage medium, or make a printed copy of any content provided that:
  - - You do not distribute or publish any part of the website outside of your workplace without our prior written permission, and
    - You acknowledge clearly and prominently in an appropriate way the source of any information you so save, copy or distribute by reference to WIG.
- Any such copies saved to disk, or to any other storage medium, may only be used for subsequent viewing purposes or to print extracts for personal and non-commercial use.
- Without the prior written permission of WIG no part of this website may be reproduced or transmitted to or stored in any other website, nor may any of its pages or part of it be disseminated, modified, transmitted, distributed, broadcast or published in any electronic or non-electronic form, nor included in any public or private electronic retrieval system or service.



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- Except as provided above, you may not copy, use or reproduce any content of the website (including without limitation text, graphics, trade marks, logos, designs, images or photographs) for any purpose without the prior written permission of WIG.
- You may not alter the website in any way or do anything that might or will damage or disrupt the good working order of the website.

## Disclaimers

The contents of this website are only for general information purposes.

Whilst we aim to provide accurate information on the website, WIG does not guarantee the accuracy, reliability, completeness, or usefulness of, or otherwise adopt or endorse, any information or services provided by the website. Neither can we guarantee that any information or services are still current or applicable. Neither WIG nor any of its trustees, officials, members of staff or any other authorised person shall be liable to you or any third party for loss or injury arising out of the information on this website, or any actions taken or not taken in response to any information on this website, or your or any other person's use of (or inability to use) this website, or any reliance by you or any other person on the information on the website.

Certain links on the website lead to resources or other websites located on servers maintained by third parties over whom WIG has no control. WIG accepts no responsibility or liability for any of the material contained on those servers or other websites.

WIG does not guarantee or warrant that this website will be available, uninterrupted or error-free, or that the website or its contents or your use of it will be free of viruses or harmful material. You are responsible for ensuring that your computer and computer system or mobile device (as applicable) is suitable to use, and compatible with, the website. It is your responsibility to ensure that your computer system or mobile device (including, but not limited to, your hardware, software and data) is not damaged by your use of the website.

If a fault occurs, please report the fault by:

- emailing us at [\[REDACTED\]](#)
- [\[REDACTED\]](#)
- [\[REDACTED\]](#)

WIG is not responsible or liable for:

- unauthorised access to, or alteration of, users' material or data;
- any material or data sent, using the services of this website, by any third party;



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- any direct or indirect cost, damage or expense of any nature whatsoever arising out of the use of information or services provided by this website;
- any information placed on the website by any other party, or any use of the website's services by any other party, which is threatening, defamatory, obscene, offensive or illegal.

The limitations and exclusions above (and elsewhere in these terms and conditions of use) shall apply fully to the extent permitted by law. If WIG is held liable in any way notwithstanding the above limitations and exclusions, to the extent permitted by law WIG's total liability shall be limited to £100.

### **Posting/uploading material**

Where the website allows users (such as you) to post or upload content to the website, such posting will be subject to the following basic conditions as well as separate 'house rules', which will set out conditions about content standards:

- all posted/uploaded content will not be covered by the Chatham House Rule of confidentiality; all such content will be considered non-confidential and non-proprietary and be directly and publicly attributed to the user;
- you will retain all of your ownership rights in the content, but grant us and other users of the website a non-exclusive licence to use, store and copy that content and to distribute and make it available to third parties;
- we will not be responsible, or liable to any third party, for the content or accuracy of any content posted/uploaded by you or any other user of the website;
- we will have the right to remove any material you or other users post on/upload to our website if, in our opinion, the material does not comply with the relevant content standards;
- the views expressed by users on our website do not represent our views or values.

Whilst we welcome all visitors to the website, we cannot guarantee that the website is appropriate or available for use in any territory. Those who visit the website from outside the UK are responsible for complying with all applicable laws. If use of the website breaches any law in your jurisdiction(s), you may not use the website and you must exit immediately.

### **Event & Programmes**

Through the website users are able to book events or programmes (some of them available only to WIG members).

The fee payable for the events programmes that you order is as set out on the website and the same may be amended by us at any time.



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## Payments & cancellations

Full payment must be received before the start of the event for your order to be accepted (so that you can attend the event). The full fee must either be paid within 30 days of an invoice being issued or, if the booking is made within the 30 days prior to the start of the event, full payment must be received before the event starting date.

Once we receive payment, we will confirm our acceptance of your order by sending an email to the email address you have provided in your order form ("**Acceptance Confirmation**"). Please check the details correspond to your order and contact us straight away if you believe they do not.

For a refund, cancellations must be confirmed in writing (email to [REDACTED] is acceptable, please include "Right to Cancel" in the subject line) no later than 21 days prior to the event starting date. No refunds apply to cancellations made in the 20 days prior to the event.

A substitute delegate can attend in the place of the registered delegate, if WIG is notified in writing in advance (including using the above email address). There is no fee to substitute a delegate.

Please note that you will be liable to pay the full fee in respect of any order which you have not cancelled following the above procedure where you (or any substitute delegate you have duly appointed) cannot attend the event, for whatever reason.

## Event/Programme availability

We reserve the right to cancel any of the events or programmes and any payments made by you will be refunded to you. We will notify you of such cancellation and refund by email as soon as reasonably possible. The refund will take place as soon as possible and in any event within 30 days of the later of the date of cancellation of the event and the date on which you provide us with your bank account details for the purpose of making the refund.

## Accounts for booking events

To apply to attend an event or programme through the website, you will first need to create an account. Once created, keep a note of your new login details so you can apply for future events.

You must treat your chosen password and any other piece of information you provide as part of our security procedures as confidential. You must not disclose them to any third party.

We have the right to disable any account or password, (whether chosen by you or allocated by us), at any time, if in our reasonable opinion you have failed to comply with any of the provisions of these terms and conditions of use.

If you know or suspect that anyone other than you knows your password, you must promptly notify us at [REDACTED]

Access to parts of the website is restricted to authorised persons. If you believe you have been granted access to any document or file by mistake, please leave the restricted section immediately and contact us by email at [REDACTED] as soon as possible.





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## **Delegate lists**

Please note that by applying for a WIG event, you agree (in the case of your application being accepted) to have your name, job title and organisation included on the event delegate list. This list is shared with the hosts for security purposes and a printed version is made available to attendees on the day.

Networking is a central part of WIG events and delegate lists facilitate the networking experience. If you do not wish to appear on the delegate list, please email [\[redacted\]](#) to opt out.

## **Termination**

You agree that WIG may stop your use of the website if WIG believes for any reason that you have violated or acted inconsistently with these terms and conditions of use.

## **Indemnity**

You agree to indemnify WIG for any claim by, or damage, to any third party arising out of your use of the information or services provided by the website. You must tell WIG immediately if anyone makes or threatens to make any claim or issue legal proceedings against you relating to your use of the website and you will, at WIG's request, immediately stop the act or acts complained of. If WIG asks you to, you must confirm the details of the claim(s) in writing.

## **Variation of these terms and conditions**

WIG may modify or replace these terms and conditions of use at any time without prior notice to you, such modifications becoming effective immediately upon either posting of the modified terms and conditions of use on the website or notification of them to you. By continuing to use the website following any such modification you will be deemed to accept such modification. Therefore, please visit this page regularly to review these terms and conditions.

## **Law and Jurisdiction**

These terms and conditions of use are governed by English law and you agree to submit to the exclusive jurisdiction of the English Courts.

## **Questions and comments**

If you have any questions or comments about these terms and conditions of use, please contact [\[redacted\]](#)

## **Data Protection**

We take protection of your personal information very seriously. Please see our [\[redacted\]](#)

These terms and conditions of use were last updated in February 2022.



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## **Privacy Policy**

The type of personal information we collect

We currently collect and process the following information:

- **Personal identifiers and contact data** – including name, job title, phone numbers and email addresses.
- **Special category data** – including health data relating to access and dietary requirements where service delivery is in-person.
- **WIG engagement data (transactional data)** – including event responses; participation in WIG events, leadership programmes, seminars; applications for roles and other talent vacancies, including secondments; website engagement including resource downloads and video views; website browsing behaviour via website cookies.
- **Communication history data (transactional data)** – for example history of marketing emails sent including tracked responses and meeting notes.
- **Areas of interest and skill set** – including subject matters of interest and areas for personal professional development.

How we get personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Website registration: giving you access to online member resources (if eligible) and event booking.
- Management of your online MyWIG account: allows you to keep your details up to date and express your areas of interest in relation to WIG's offer.
- Event registration (via the website, or via email or phone liaison).
- Application to a leadership programme or development seminar (via the website, or via email or phone liaison).
- Application to a role vacancy, placement opportunity or mentoring partnership (via the website, or via email or phone liaison).



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- Sign up to our Mentor Match platform (run by a third party provider -PushFar).
- Service evaluation: to gain feedback on your experience of a WIG product or service.
- Sign up to our regular eNewsletter via the website.
- Completion of a Contact Us form via the website, or a direct enquiry to WIG via phone or email. We also

receive personal information indirectly, from the following sources in the following scenarios:

- If you are part of a member organisation, your employer or colleague may give us your work contact details as the recommended best contact for a particular WIG offer or opportunity.
- If you give consent, website cookies on [REDACTED] allow us to identify logged-in users and track their engagement with WIG's products and services online. You can read more about our Cookie [REDACTED].

We use the information that you have given us in order to:

- Process whether you are part of a member organisation and therefore whether you are eligible to access member-only services and resources online.
- Process event bookings and programme applications, including dietary and access requirements so we can host delegates appropriately.
- Process applications to role vacancies and placements.
- Understand requirements for set-up of a mentoring partnership.
- Identify which membership opportunities and events may be of most interest and relevance to you in your role, and therefore provide you details of appropriate opportunities.
- Administer and maintain organisational and membership records.
- Communicate key membership information, including updates to our Terms & Conditions and Privacy Policy.

We may share this information with third parties where the information is necessary to deliver the service as required e.g. event venues, programme facilitators, prospective employers and mentoring partners.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:



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- **Your consent**

We rely on consent to process information given to us for specific purposes including event bookings, programme applications, vacancy applications and mentoring brokering.

You are able to remove your consent at any time. You can do this by contacting [REDACTED]

- **We have a legitimate interest**

We rely on legitimate interest for processing personal data to contact you about relevant opportunities based on your role, interests and past engagement with WIG.

We also rely on legitimate interest as our lawful basis to administer and main our organisational and membership records, including tracking membership use.

## How we store your personal information

Your information is securely stored in our password protected CRM (customer relationship management) database, on our system or on third party platforms where due data protection and security checks have been made.

If you are part of a member organisation, we keep personal contact data, interest preferences and transactional data for the duration of time that your organisation is a member of WIG, and for the following five years if your organisation does not renew membership. We will then dispose of your information by deleting your contact details from our CRM platform, and member engagement data based on your transactions with WIG will be anonymised.

If you leave a member organisation, and no longer wish to hear from us, we will delete your contact details immediately on notification.

If you do not work for a member organisation, we will keep your personal contact data, interest preferences and transactional data until the time that you notify us otherwise, or your account has been inactive for five years (no website login or product bookings). We will then dispose of your information by deleting your contact details from our CRM platform and anonymise historic engagement data.

We keep special category personal data (including health information like accessibility requirements) for the period of time that you are a member of WIG or, if you are not a member, for the duration of the service you are participating in (for example a leadership programme or mentoring arrangement). We will then dispose of this special category data by deleting it from our records.

## Your data protection rights

Under data protection law, you have rights including:



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**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

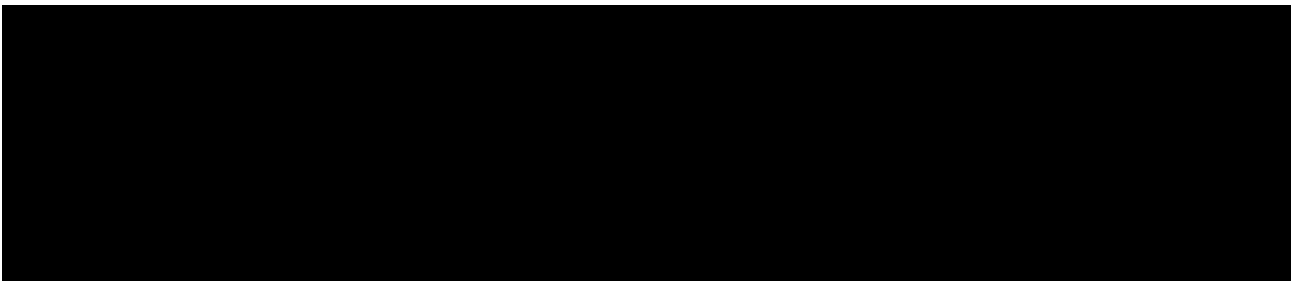
You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [REDACTED] or on 020 7222 1166 if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [REDACTED]. Alternatively, you can find our formal [REDACTED].

You can also complain to the ICO if you are unhappy with how we have used your data.





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