South Yorkshire Branch
PRIVACY NOTICE

1. INTRODUCTION

The National Association of Retired Fire Service Personnel(NARFSP) South Yorkshire Branch Membership Treasurer (hereinafter referred to as the Treasurer). Deals with the financial administration and membership records for the South Yorkshire Branch.

The Treasurer does not take an active part in the running of the South Yorkshire Meeting Groups, and only deals with all the application forms received, and the subscriptions received from retired members of South Yorkshire Fire and Rescue, (formerly the South Yorkshire County Fire Service) and the constituent brigades that made up the SYCFS in 1974.

Currently, the financial and membership data records for the NARFSP South Yorkshire Branch are maintained and protected by the Treasurer who may be contacted by either one of the following methods:

Address:
15 Casson Drive Harthill
SHEFFIELD
S26 7WA
Email: narfsouthyorkshire@gmail.com

The Membership Treasurer is committed to protecting your privacy when you register as a member, of NARFSP and will always strive to ensure that your personal data is managed fairly, lawfully, and securely.

The Treasurer's aim is not to be intrusive by invading your privacy, or to undertake any task which is irrelevant, however, his aim is to ensure that the information collected is of the highest quality in terms of accuracy, relevance, adequacy, is non-excessive and is "ft for purpose".

This Privacy Notice explains how your membership information is used and how your privacy is protected.

Please see Section 8 'Where is Your Information?' for more detail about who the Membership Treasurer may receive information from, share your information with, and why the Membership Treasurer may need to share your information.

Every effort is made to make ensure your rights are respected and that the appropriate legislation is followed. However, if you have any concerns about the security of your personal information, please contact the Membership Treasurer by one of the previously mentioned methods.

2. HOW YOUR PERSONAL INFORMATION IS USED

Why Is Your Personal Information Required? Your membership information is required to:

- deliver services and contact you.
- manage those services NARFSP provides to you, and
- ensure your membership record is up to date.
-

3. HOW THE LAW ALLOWS YOUR PERSONAL INFORMATION TO BE USED

The Membership Treasurer only collects and uses personal information in cases where:

- you have given consent.
- you have agreed to pay your membership to NARFSP.
- it is necessary for membership purposes.
- you have made your information available.

You have the right to remove your consent at any me. If you want to remove your consent, please contact the Membership Treasurer, or your Group Secretary

Please Note:
You will always have the right to withdraw consent, however, please be aware that doing so may affect the services that you receive from NARFSP.

The Membership Treasurer will: only collect and use personal information to deliver NARFSP membership services to you.

- keep your personal information confidential and only release it to the NARFSP Atonal Membership Secretary and your Group Secretary.
- only keep and use your unique payroll number on the local South Yorkshire Area Membership Database and, apart from communicating with South Yorkshire Fire and Rescue Payroll Section, it will not be transmitted to any other membership list used by either the NARFSP Atonal Membership Secretary or your Group Secretary.
- will not sell, divulge, or electronically transmit, your personal information to anyone else, and

If the Membership Treasurer does not need personal information, you will not be asked for it. For example: In a survey, your contact details may not be needed, and only your survey responses will be collected.

4. **WHAT SOURCES PROVIDE PERSONAL DATA ABOUT YOU?**

There are two sources, which provide the Membership Treasurer with personal information in relation to you.

- You via your membership application form, or via personal updates to your record.
- South Yorkshire Fire and Rescue when you have joined, moved address, or ceased to pay your subscriptions, or passed away.
-

5. WHAT YOU CAN DO WITH YOUR INFORMATION

The law gives you rights to control what personal information is used by the Membership Treasurer, and how it is used.

You can ask for access to the information we hold on you.

You have the right to ask for the information the Membership Treasurer holds about. When a request is received from you in wring, you must be given access to the information held about you.

This applies to personal information that is in both paper and electronic records. If you ask and give your permission then, and only then, will others be allowed to see elements of your membership record.

If you wish to request access to your personal information, please submit a request to the Membership Treasurer, or your Group Secretary.

You can ask to change information you think is inaccurate You should let us know if you disagree with something written on your membership record, or you require something amending/correcting.

Please follow the link below to find more information on how to submit an instruction to have the information held about you amended:

https://www.syretfirefighters.uk/pages/Update. html

You can ask to delete any information on your membership record (right to erasure) In some circumstances you can ask for your personal information to be deleted, for example:

- Where your personal information is no longer needed for the reason, it was collected in the first place
- Where you have removed your consent for NARFSP to use your information
- Where there is no legal reason for the use of your information
- Where deleting the information is a legal requirement

Please Note:
Where a member has asked for address information to be deleted, they will no longer receive Atonal and Local publications/information.

The Right to Erasure – Under the General Data Protection Regulation, in broad principle, the Right to Erasure gives individuals the right to request the deletion or removal of personal data, where there is no compelling reason for its continued processing.

Please inform the Membership Treasurer if you wish to submit a request under the Right to Erasure.

In all cases where a member has passed away, or resigned, and once all the necessary processes have been completed, the member's Right to Erasure (Right to be Forgotten) will be observed, and their records will be deleted from both the NARFSP South Yorkshire Area and NARFSP Atonal databases.

You can ask to limit what we use your personal data for You can instruct NARFSP, the Branch to restrict what they use your information for, rather than erase/delete the information altogether. Please inform the Membership Treasurer as to what elements of your personal data you wish to restrict.

Membership information cannot be used, other than to securely store your data, and we will contact you in the first instance when any inquiries are made about you, and only act on your permissions and instructions, regarding your location, and other information.

You have the right to ask the Membership Treasurer to stop using your personal information for any NARFSP service. However, such an action will mean that you will no longer receive any publications or contact from the National Association of Retired Firefighters.

You can object to the processing of your personal data.

You have the right to object to the processing of your Personal Data if such processing is not required for a legitimate purpose as described in this notice or our compliance with law.
You can ask to have your information moved to another provider (data portability) You have the right to ask for your personal information to be given back to you, or another service provider of your choice, in a commonly used format. This is called 'data portability'.

It is likely that data portability won't apply to most of the services you receive from NARFSP.

6. WHO DO WE SHARE YOUR INFORMATION WITH

We only share your information with the South Yorkshire Fire and Rescue Payroll Section, the NARFSP Atonal Membership Secretary and your Group Secretary. However, your unique South Yorkshire 'Payroll Number' is only used for communication between the South Yorkshire Fire and Rescue Payroll Section and the Membership Treasurer.

Where we have these arrangements, there is always a legal obligation that the organisation concerned comply with current data protection legislation.

We will always complete a privacy impact assessment (PIA) and only share your share your personal information with your permission, to make sure we protect your privacy and comply with the law. However, we may have a legal duty to provide personal information on receiving a written instruction/warrant of a court of law.

We may also share your personal information:

When we feel there is a good reason. At times this is more important than protecting your privacy. This has never happened, but we may have to share your information to protect you if you are at risk, for example if you are frail, confused or cannot understand what is happening to you.

If we are worried about your physical safety or feel we need to take action to protect you from being harmed in other ways, we will discuss this with you. Where possible we will get your permission to tell others about your situation before doing so. Nevertheless, there may also be occasions when the risk to you, and others, is so great that we need to share information straight away.

If this is the case, we will make sure that we record what information we share, and our reasons for doing so. We will let you know what we have done, and why if we think it is safe to do so.

However, the risk must be extremely serious, or a legal obligation, before we can override your right to privacy.

7. HOW DO WE PROTECT YOUR INFORMATION?

We will do what we can to make sure we hold records about you (on paper and electronically) in a secure way. We will only make them available to those who have a right to see them. Examples of our security include:

'Encryption,' meaning that information is hidden so that it cannot be read without special knowledge (such as a password). This is done with a secret code or what's called a 'cipher'. The hidden information is said to then be 'encrypted'.

Controlling access to records about you, allows us to stop people who are not allowed to view your personal information from getting access to it.

Regular testing of our technology and ways of working, including keeping up to date on the latest security updates, (commonly called 'patches').

8. WHERE IS YOUR INFORMATION?

Your full membership details are stored on a single database controlled by the Membership Treasurer. However, certain elements of your information namely:

- Your type of membership of NARFSP
- The NARFSP Branch you are a member of
- Your District No.
- Your Branch No.
- Your South Yorkshire Area Membership No.
- Your Title
- Your Initials
- First and Middle names
- Your Surname
- Any Awards you have
- Your Current Address
- Your Previous Post Code (if applicable)
-

Are shared with the National Membership Secretary, and your Group Secretary.

To reiterate we will not release your information to any third party, without your permission. Or, on receiving a written instruction/warrant of a court of law.

9. HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We only keep your personal information on the South Yorkshire Area database for as long as you are a member of NARFSP. Once your membership ceases your membership record, and the information on it, is deleted.

10. WHERE CAN YOU GET ADVICE?

If you have any concerns about how your personal information is stored and used, please contact the Membership Treasurer (Data Protection Officer) in wring, or by email, at the address below:

Edward J Mullins
South Yorkshire Branch Membership Treasurer
15 Casson Drive
Harthill
Sheffield
S26 7WA

Email: narfsouthyorkshire@gmail.com

For independent advice about data protection, privacy and data sharing issues, you can contact the regulatory body Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate) or if you prefer to use a national rate number: 01625 545 745. Alternatively, visit https://www.ico.org.uk or email casework@ico.org.uk.

For full information see:
The Data Protection Act 2018

11. COOKIES

This site does not use cookies. However, we do use Google Analytics code to gather statistical and trend information, so we can better understand how customers use our website. Furthermore, sites linked to this document, or our website, may use cookies.