



# SOUTH YORKSHIRE BRANCH

## Membership Records – Privacy and Protection

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### 1. INTRODUCTION

This Privacy Notice explains how National Association of Retired Firefighters' (hereinafter referred to as NARF), membership information is used and how your privacy is protected.

The NARF South Yorkshire Branch Membership Treasurer (hereinafter referred to as the Treasurer), is responsible for dealing with all the application forms received from retired members of South Yorkshire Fire and Rescue Service, (formerly the South Yorkshire County Fire Service), and their subsequent membership subscriptions.

- The Treasurer is committed to protecting your privacy and will always strive to ensure that your personal data is handled lawfully, and securely.
- The Treasurer's aim is to ensure that the information collected is non-intrusive and of the highest quality in terms of accuracy, and relevancy, and is "fit for purpose".

*Please see **Section 8 'Where is My Information'** for more details about who the Treasurer may receive information from, share your information with, and why the Treasurer may need to share your information.*

## 2. HOW THE LAW ALLOWS YOUR PERSONAL INFORMATION TO BE USED

The Treasurer only collects and uses personal information when you have signed your application form, and agreed to pay your membership subscription to the NARF South Yorkshire Branch, and this is only done when:

- you have given your consent
- it is necessary for membership administration purposes
- you have made your information available

*You have the right to remove your consent at any time. 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 NARF, and South Yorkshire Branch.
- The Treasurer will: only collect and use personal information to deliver NARF membership services to you.
- The Treasurer will keep your personal information confidential, and only release it to the NARF National Membership Secretary and your Group Secretary. Furthermore, as described in **Section 8** of this document, limited information is released to the NARF No. 3 District Secretary, if required.
- The Treasurer will not sell, or divulge, or electronically transmit, your personal information to anyone else, and if the Treasurer does not need personal information, you will not be asked for it.

## 3. WHAT SOURCES PROVIDE PERSONAL DATA ABOUT YOU

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

- You via your membership application form, or via your personal updates to your record
- From South Yorkshire Fire and Rescue when you have joined, moved address, ceased to pay your subscriptions, or passed away.
- Via the NARF National Membership Secretary in circumstances where your application for membership was made via the NARF National Website, or if you have changed your address and your magazine has been returned.

#### 4. HOW CAN YOU CONTROL YOUR INFORMATION

The law gives you a number of rights to control what personal information is used by the Treasurer, and how it is used. If you wish to request access to your personal information, please submit a request to the Treasurer, or your Branch Secretary

- When a request is received from you in writing, you must be given access to all the information held about you.
- This applies to personal information that is stored in both paper and electronic records.
- You can ask to change any 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.

*Please follow use the website link below to find more information on how to have the information held about you amended:*

<http://www.narfsheffield.org.uk/pages/Update.html>

- You have the right to ask the South Yorkshire Area Treasurer to stop using your personal information for any purpose. However, such an action will mean that you may no longer receive any publications or contact from NARF.
- Alternatively, you can instruct the Treasurer, or your Branch Secretary, to restrict what your information is used for, rather than erase/delete the information altogether.
- The South Yorkshire Area membership information cannot be used for any other reason than to securely maintain your data for contact and subscription purposes.
- You have the right to object to the processing of your Personal Data if such processing is not reasonably required for a legitimate purpose as described in this notice or our compliance with law.
- 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).

#### 5. YOUR 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 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 South Yorkshire Branch membership database, any NARF District records, and the NARF National databases.

## 6. WHO DOES THE TREASURER SHARE YOUR INFORMATION WITH

The Treasurer only shares your information with the South Yorkshire Fire and Rescue Payroll Section, the NARF National 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 Treasurer. Also, as described in **Section 8** of this document, limited information is released to the NARF No. 3 District Secretary.

Where the Treasurer has these arrangements, there is always a legal obligation that the organisations, and individuals concerned comply with current data protection legislation.

The Treasurer will only share your personal information with your permission. This will ensure protection of your privacy and compliance with the law. However, The Treasurer may have a legal duty to provide personal information on receiving a written instruction/warrant of a court of law.

The Treasurer may also share your personal information:

- When there is a compelling reason that is more important than protecting your privacy. *This has never happened, but your information may have to be shared to protect you if you are at risk, for example if you are frail, confused or cannot understand what is happening to you.*
- When there is a threat to your physical safety or action is needed to protect you from being harmed in other ways. *The Treasurer will discuss this with you, and where possible get your permission to tell others about your situation before doing so. Nevertheless, there may also be possible occasions when the risk to you, and others, is so great that your information may have to be shared straight away.*

Whatever the reason, the Treasurer will make sure that the information shared is recorded, and the reasons for doing so. You will be informed what has been done, and why it had to be done.

However, the risk must be extremely serious, or a legal obligation, before your privacy can be overridden.

## 7. HOW IS YOUR INFORMATION PROTECTED

Every effort will be made to ensure that your membership records (on paper and electronically) are held in a secure way. They will only be made available to those who have a right to see them. Examples of your membership record security include:

- 'Encryption,' meaning that information is hidden so that it cannot be read without special knowledge (such as a password). 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 or from getting access to it.
- By regular testing of the technology used, including keeping up to date on the latest security updates.

## 8. WHERE IS YOUR INFORMATION KEPT

Your full membership details are stored on a single database controlled by the Treasurer. However, certain elements are shared with the NARF National Membership Secretary, and your Group Secretary:

- Type of membership of NARF
- District Number.
- Branch Number
- Membership No.
- Title
- Initials
- Forename(s)
- Surname
- Awards
- Current Address
- Previous Post Code (if applicable)
- Email address

Limited membership details are shared with the NARF No.3 District Secretary:

- District Number.
- Branch Number
- Membership No.
- Title
- Initials
- Surname

To reiterate your information **will not** be released to any third party, without your consent. The only exception to this rule is the receipt of a written instruction or warrant, from a court.

## 9. HOW LONG IS YOUR INFORMATION KEPT

Your personal information is only kept on the South Yorkshire Area database for as long as you are a member of NARF. Once your membership ceases your membership record, and the information contained in 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 Treasurer (Data Protection Officer) in writing, or by email, at the address below:

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

Email: [ejmullins02@talktalk.net](mailto:ejmullins02@talktalk.net)

For independent advice about data protection, privacy and data sharing issues, you can contact the regulatory body 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 <http://www.ico.org.uk> or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

For full information see:

[The Data Protection Act 2018](#)