



West Midlands Fire and Rescue Service
Retired Firefighters Branch
General Data Protection Policy





West Midlands Fire and Rescue Service Retired Firefighters Branch General Data Protection Policy

INTRODUCTION

The Retired Members Section site is provided by West Midlands Fire and Rescue Service.

The data controller for West Midlands Fire & Rescue Service Retired Firefighters Branch and National Association of Retired Firefighters Branch is John Littleton.

A data controller determines how and why personal data is processed. If you wish to contact the Data Controller our address is

John Littleton
NARF Office
Erdington Fire Station (WMFS).
Orphanage Road.
Erdington.
Birmingham.
B24 9HR

THE PURPOSE OF THE SITE

The West Midlands Fire & Rescue Service, Retired Members Section is a voluntary, non-profit organisation, made up of retired West Midlands Firefighters, widows/widowers and Control & Support Staff.

Our website has been set up to keep members informed of meetings, functions, organised trips, events and obituaries. The site also provides enrolment information for new members.

The Group was created to keep members informed and to help promote fellowship and camaraderie of the retired West Midlands firefighters.

WHAT PERSONAL DATA WE COLLECT

Personal data means any information relating to you which allows us to set you up as a member. This includes your name, your postal address, your email address and telephone number.

This information will also be used to inform members of forthcoming events, excursions, meetings etc.

We may also publish photographs on the site featuring members at some of our events and meetings. Participants at these events will be informed in advance that photographs will be taken so they can opt out if they choose to do so.

When signing the membership form you are giving your consent to us processing your data for the purposes outlined above.

HOW LONG DO WE STORE YOUR PERSONAL DATA

We store your personal data for as long as you remain a member, it is securely deleted when you leave the Group.

SECURITY OF YOUR PERSONAL DATA

We follow strict security procedures in the collection, storage and disclosure of your personal data, and to protect it against accidental loss, destruction or damage. We will ensure that personal data is stored securely using modern software that is kept up-to-date. Access to personal data is limited to those personnel who need access, and appropriate security is in place to avoid unauthorised sharing of information.

When personal data is deleted this is done securely such that the data is irrecoverable.

In the event that personal information is acquired, or is reasonably believed to have been acquired by an unauthorised person we will notify affected individuals of the breach. Notice will be given promptly.

None of your data is transmitted, stored or processed outside of the EEA. (European Economic Area).

SHARING YOUR PERSONAL DATA

We sometimes need to share the personal information we process with other organisations. Where this is necessary we are required to comply with all aspects of GDPR legislation. The following describes the types of organisations we may need to share personal data with:

- Family, associates and representatives of the person whose data we are processing

- Suppliers and service providers
- Accountants and auditors

YOUR RIGHTS AS A DATA SUBJECT

By law you have the right to:

- Withdraw consent any time. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to (unless we have another legitimate basis for doing so in law).
- Request information about whether we hold personal information about you, and, if so, what that information is and why we are holding/using it. Commonly known as a data subject access request. This enables you to receive a copy of the personal information we hold about you and to check that we are processing it lawfully.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are processing your data for direct marketing.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

If you want to exercise any of these rights, then please submit a request by email to the:

retired.firefighters@wmfs.net

or alternatively by post to:

The Chair
NARF Office
Erdington Fire Station (WMFS).
Orphanage Road.
Erdington.
Birmingham.
B24 9HR

This request can only come from the member themselves unless specific permission has been given to a legal representative, in which case evidence of this, in writing, should be provided. We cannot accept a

request from a member's partner, husband, wife etc. unless that member has sent us clear evidence in writing that they want that person to act on their behalf.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights).

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

CHANGES TO PRIVACY POLICY

Our Privacy Policy may change from time to time and any changes to the statement will be communicated to you by way of an e-mail or a notice on our website www.wmnarf.co.uk

Information Commissioners' Office (ICO) CONTACT DETAILS

If you are not satisfied with our response to your request or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioners' Office (ICO) by email to:

<https://www.gov.uk/data-protection/make-a-complaint>

Or by telephone:

Tele: 0303 123 1113

Or mail to:

[Information Commissioners Office](#)

[Wycliffe House](#)

[Water Lane](#)

[Wilmslow](#)

[Cheshire](#)

[SK9 5AF](#)