



South Yorkshire Area Retired Firefighters' Membership Records – Privacy Notice

1. INTRODUCTION

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

Currently, the financial and membership data records for the South Yorkshire Area are maintained and protected by Edward John Mullins.

The South Yorkshire Area Retired Firefighters' Treasurer (hereinafter referred to as the Treasurer). Deals with the financial administration and membership records for retired South Yorkshire Firefighters, who are members of NARF Barnsley and Doncaster Branch, or NARF Sheffield and Rotherham Branch.

The Treasurer does not take an active part in the running of the Barnsley and Doncaster Branch, and only deals with all the application forms received, and the subscriptions 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 prior to 1974.

The Treasurer is committed to protecting your privacy and will always strive to ensure that your personal data is handled fairly, lawfully, and securely.

The Treasurer's aim is to ensure that the information collected is non-intrusive, of the highest quality in terms of accuracy, relevance, adequacy, non-excessive and is "fit for purpose".

Please see **Section 8 'Where is Your Information?'** for more detail about who the Treasurer may receive information from, share your information with, and why the 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. If you have any concerns about the security of your personal information, please contact the Treasurer by one of the following mentioned methods.

Post to: 15 Casson Drive
Harthill
SHEFFIELD
S26 7WA

Email to: narfsheffield.rotherham@gmail.com

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

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

- you have given consent
- you have agreed to pay your membership to the National Association of Retired Firefighters (NARF)
- it is necessary for membership 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 Treasurer, or your Branch 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 the NARF.
- 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, The NARF No.3 District Secretary. and your Branch Secretary.
- The Treasurer will only keep and use your unique payroll number on the South Yorkshire Retired Firefighters' Membership Database and, with the exception of communicating with South Yorkshire Fire and Rescue Payroll Section, it will not be transmitted to any other membership list used by either the NARF National Membership Secretary, The NARF No.3 District Secretary, or your Branch Secretary.
- The Treasurer not sell, 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 two 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.

4. WHAT YOU CAN DO WITH 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

You can ask for access to the information the Treasurer holds about you in writing.

When a request is received from you in writing, 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.

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.

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

<http://www.narfsheffield.org.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 why it was collected in the first place
- Where you have removed your consent for NARF to use your information
- Where there is no 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 National and Local publications/information.

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

The South Yorkshire Area membership information cannot be used, other than to securely store your data, and we will contact you in the first instance when any enquiries 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 South Yorkshire Area Treasurer to stop using your personal information for any NARF service. However, such an action will mean that you may no longer receive any publications or contact from the National Association of Retired Firefighters.

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 can ask to have your information moved to another provider (this is called 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.

5. 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 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 Area database, the 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 Branch 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.

Where the Treasurer has these arrangements, there is always a legal obligation that the organisations 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). 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 the technology used and ways of working, including keeping up to date on the latest security updates.

8. WHERE IS YOUR INFORMATION?

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

- Your type of membership of NARF
- The NARF Branch you are a member of
- Your District Number.
- 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 NARF No.3 District Secretary, the NARF National Membership Secretary, and your Branch Secretary.

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

9. HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

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 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 Treasurer (Data Protection Officer) in writing, or by email, at the address below:

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

Email: narfsheffield.rotherham@gmail.com

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.

For full information see:

[The Data Protection Act 2018](#)