



## Privacy policy

The WFS website is operated by Women in the Fire Service UK Ltd. We take your privacy very seriously therefore we urge to read this policy very carefully because it contains important information on:

- who we are,
- how and why we collect, store, use and share personal information,
- your rights in relation to your personal information, and
- how to contact us and supervisory authorities in the event that you have a complaint.

### Who we are

WFS is a company limited by guarantee with members working or who have worked in the FRS, who share a vision for the future, and are proactive in making that vision a reality. For more information about us visit our website [www.wfs.net](http://www.wfs.net)

Women in the Fire Service UK ('we' or 'us') collect, use and are responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulations which apply across the European Union (including the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use:

#### a) Personal information you provide to us

We collect the following personal information, after membership that you provide to us:

Name, address, email address, special requirements, bank details (which once a standing order has been set up, are shredded)

Some examples of when we collect this information include:

When registering to attend an organised WFS event, when applying for membership when applying to take part in an international event or when you represent WFS at an event.

#### b) Sensitive personal information

Sensitive personal information includes any information which relates to the following;

Any special requirements you may require in order for you to attend an event representing WFS or which may be relevant for you to disclose when applying for membership

We may request that you provide sensitive information, but if we do, we will in every instance explain why we are requesting it and how we intend to use it. We will only collect your sensitive personal information with your explicit consent.

Some examples of when we may request sensitive personal information include:

May be requested when an individual applies to attend an event and information on physical or mental health requirements which need to be accommodated. These may then be shared with the Fire Service College, or other Fire Service training provider.

#### c) Personal information you provide about third parties

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

shall consent on their behalf to the processing of their personal data;  
shall receive any data protection notices on their behalf;  
shall consent on their behalf to the transfer of their personal data abroad; and  
shall consent on their behalf to the processing of their sensitive personal data.

### **How we use your personal information**

We collect information about our users for the following purposes:

Applying for membership and ensuring that a direct debit/standing order is made

Attending an event organised by WFS so that we can register you as a delegate and make provision for your attendance at events

Creation of contact lists, to enable WFS NEC members and local representatives to keep in touch with you and provide regular updates.

If you represent WFS at an event, we may need to share your information with the organisers

However, this information provided will not be placed in website. Photographs taken for the use of promoting events will be placed on website but with individual's permission.

### **Who your information may be shared with**

We may share your information with:

Law enforcement agencies in connection with any investigation to help prevent unlawful activity

Fire Service College, other Fire and Rescue Service training providers, other training providers with whom we work, our Accountant

Individual contact details will be shared with the members of WFS

We will not share your personal information with any other 3rd parties.

### **Whether personal information has to be provided by you, and if so why**

No personal information has to be provided by you to us at any time.

### **How long your personal information will be kept**

We will hold your personal information for the following periods:

Names and addresses for duration of individual membership.

Contact details of non-members attending events for 12 months and during that time we may use your email contact to inform you of other events we may be organising.

In case of accidents at events details will be kept until case is closed.

These periods are no longer than necessary in each case.

### **Reasons we can collect and use your personal information**

We rely on consent as the lawful basis on which we collect and use your personal information:

### **Keeping your information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We will also use technological and organisation measures to keep your information secure. These measures may include the following examples:

Information is stored on spreadsheets which are password protected. PC has automatic lock if not used for a period of time. Paper records are stored in lockable file with code only known by 2 WFS representatives

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Indeed, while we will use all reasonable efforts to secure your personal data, in using the site you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us using the details below.

### **Transfers of your information out of the EEA**

We will not transfer your personal information outside of the EEA at any time

### **What rights do you have?**

Under the General Data Protection Regulation, you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your personal information
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individual's rights under the General Data Protection Regulations (<http://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>)

If you would like to exercise any of these rights, please:

- email, call or write to us
- let us have enough information to identify you
- let us know the information to which your request relates

## **How to complain**

We hope that we can resolve any query or concern you raise about our use of your information.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

## **Changes to the privacy policy**

This privacy policy was published on 01/10/2018 and last updated on 01/10/2018.

We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website. We will also attempt to notify users of any changes by email, website, twitter and Facebook.

## **Contacting us**

If you have any questions about this policy or the information we hold about you, please contact us by:

Email: [womeninthefireservice@btconnect.com](mailto:womeninthefireservice@btconnect.com)

post: PO Box 41, Downham Market, Norfolk, PE38 9XW

Telephone: 01366 381237

Calls will be answered at the following times:

Monday to Friday 0900 - 1600

We may record calls for quality and training purposes.