



Privacy Notice

This document details the policy of Women in the Fire Service (WFS) UK company number 6577352.

If you have any queries about this policy and or procedure, please contact The Company Secretary via the website: <https://wfs.org.uk/>

Policy Statement

WFS take your privacy very seriously. This policy details how WFS and our associated website collects, uses, and shares information.

Version Control

This document should be reviewed every 12 months from the last review date.

Version number	Last review date	Details of amendments
1 - First published on 01/10/2018	Last updated 27/2/2020	N/A
2	November 2024	Minor amends including contacts

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1. Scope

1.1. The WFS website is operated by Women in the Fire Service UK Ltd. We take your privacy very seriously. Therefore, we urge you to read this notice 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
- how to contact us and supervisory authorities in the event that you have any concerns about how we look after your personal data.

2.2. About WFS

2.1. WFS is a company limited by guarantee with members working or who have worked in the fire and rescue service (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 [Women in the Fire Service UK \(wfs.org.uk\)](https://www.wfs.org.uk)

2.2. WFS ('we' or 'us') collect, use and are responsible for certain personal information about you. When we do so we are regulated under Data Protection legislation, including the General Data Protection Regulation (GDPR) and the Data Protection Act.

3. How we use your personal information

3.1. We may collect information about individuals for the following purposes

- dealing with queries received via email/telephone
- processing membership applications and ensuring that a direct debit/standing order is made
- processing applications to attend any event organised by WFS and making provision for your attendance at events
- creation of contact lists, to enable WFS National Executive Committee (NEC) members and local representatives to keep in touch with you and provide regular updates/newsletters
- publicity for WFS events and activities.

4. What personal data we collect/hold about you

4.1. The information we collect/hold (process) is normally provided directly from you. For example, when you contact us with a query, apply for membership or register for one of our events.

4.2. The type of information we collect includes

- your name, address, and other contact information
- bank details (for membership applications only)
- details of where you work and the role that you undertake there
- we may also take photographs at events for promotional activities.

4.3. We may also collect some more sensitive personal data. This may include

4.3.1. **Health/medical** information. This is collected only when you register at one of our events to ensure

- activities you do are suitable for you
- accommodation provided suits your needs
- you are given the correct level of support at our events
- in the unlikely event of a medical emergency, medical professionals can provide the appropriate help.

Other special requirements may also be collected such as

4.3.2. **Religion/belief.** We may ask about this for statistical purposes, but will also ask whether you have any special requirements based upon your religion or belief, in order that we can support requirements for you. You need only tell us this if you feel adjustments may be needed to be accommodate your needs.

4.3.3. **Dietary requirements.** This is collected when you register for any of our events, to ensure that appropriate catering can be arranged.

5. Legal basis for processing

5.1 In order to process your personal data, we must have a valid legal basis for doing so. This will vary according to why we are collecting or holding the data, however, would include the following

5.1.1. The processing is necessary for the performance of a contract, or to take steps, at your request, prior to entering into a contract. For example, we cannot process your application for membership without knowing your contact details and

we require your bank details to set up the standing order

5.1.2. Processing is necessary in your vital interests, or in the interest of any other individual. This would apply, for example, to the medical information you provide to us

5.1.3. Processing is necessary for the purposes of the legitimate interests pursued by the controller or a third party

- some of the promotional work we do may be covered by this legal basis, although we will always try to seek consent to use your individual details and/or images in any marketing materials
- some of the cookies we use on our website may record the IP address of your computer (which is considered personal data), however, this is part of the security of the website and is therefore in the legitimate interest of everyone who uses the site
- if this is the legal basis we rely upon, we may only process the data where there is no unjustifiable impact on you and/or when you would reasonably expect us to process your data in that way.

5.1.4. Processing is necessary for a legal obligation

- in some cases, we may be legally required to collect certain personal information. For example, in the event of an accident at an event, we may be required to collect and keep certain information under Health and Safety legislation.

5.1.5. We have the freely given, informed consent of individuals to process their personal data

- where there is no other legal basis to process your personal data, we must seek your consent. When we do so we must fully explain what data we are seeking to collect/use and why. You can withdraw that consent at any time and we must cease processing your data for that purpose.

6. Who your information may be shared with

6.1. The information held may be accessed by authorised WFS representatives who need it to undertake their role, which may vary according to the query you raise, or the event you have registered for.

6.2. We may engage the services of commercial companies to store and manage your information on our behalf, for example training providers and website hosting services.

6.3. Where we work with any third-party provider, they too have legal obligations to protect your information, however, WFS will carry checks on any company we use, and will ensure that there are appropriate agreements in place, to ensure that your data is given an adequate level of protection.

6.4. Examples of organisations/people who will have access to your personal data are

- Fire Service College, other Fire and Rescue Service training providers
- other training providers with whom we work
- accommodation providers
- catering providers
- our website provider
- our email marketing platform provider
- regional and local WFS representatives
- if you represent WFS at an event, we may need to share your information with the organisers
- our bank (to set up membership payments for example).

6.5. Individual contact details may be shared with the members of WFS.

6.6. In order to fulfil our legal obligations, or in the interest of public safety, we may also be required to share your information with other organisations such as

- the police or other law enforcement agencies if required as part of any criminal investigation
- medical professionals (in the event of an accident or other health emergency)
- the Health and Safety Executive (or any other relevant investigating body) in the event of any emergency at our events
- legal advisors.

6.7. We will share data with 3rd parties only where there is a legal basis for doing so.

7. How long your personal information will be kept

7.1. We will retain your personal information no longer than is needed for the purpose we collected it for. For example

- if you contact us with a query, but are not a member, we will keep your contact details only until we have resolved that query for you, or as agreed with you personally
- if you are a member, we will retain your names, address, and relevant contact information for the duration of your membership
- we may also retain information on events you attend as a member, for example to help us understand your areas of interest
- we may be required to hold some data in relation to your membership for longer, if required by other legislation or as required by organisations such as HMRC
- we retain your bank details only until the mandate has been received and processed by our bank, at which point the information you provide is securely disposed of
- where you have attended an event, but are not a WFS member, we may hold your information for no longer than 12 months, where we have your consent to do so
- in case of incident or accidents at events details will be kept as required by relevant legislation or as directed by investigating authorities.

8. Keeping your information secure

8.1. Our aim is always to be professional in the processing of your personal data, only collecting what we reasonably need and using it only as necessary for the purpose we hold it.

8.2. We have appropriate security measures in place to prevent personal information from being accidentally lost or accessed in an unauthorised way. These include

- limiting 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 provided with appropriate training to ensure that they handle the data appropriately
- relevant procedures governing the use of personal data by WFS, including what to do in the event of any actual or potential security breach
- ensuring that our IT systems are secure and accessible only to those authorised to

do so.

9. What rights you have

9.1. Under the Data Protection legislation, you have a number of rights in relation to your personal data. These include

- a right to have copies/gain access to, any information that we hold about you, including information on why we hold it and what we will do with it
- a right to request that we review and, where appropriate, correct any mistakes in the information we hold about you
- a right to request the erasure of personal information concerning you in certain situations
- the right to request that we restrict or cease the processing of your personal data.

9.2. Other rights may apply in certain circumstances; however, these are the ones most relevant to how we process your data. You can find out more about these and other rights under Data Protection legislation from the UK Information Commissioner's Office (ICO), available by following this link: <http://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

9.3. If you would like to exercise any of these rights or have any queries or concerns about the ways in which we process your personal data, please email, or write to us, or you can contact us by telephone. Please note that our normal working hours are Monday to Friday 0900h – 1600h.

10. Contact details

- **E-mail:** karen@wfs.org.uk
- **Post:** (Please mark for the attention of the WFS Manager or Company Secretary).
Registered address: 47 Pashley Road, Eastbourne Road, BN20 8DY, UK.
- **Telephone:** 07511 525116

When you contact us, please let us have enough information to identify you, (we may need to ask you for further identification documentation). Also please provide as much information as possible about your query/concern and the information to which your

request relates.

11. Unresolved complaints or queries

11.1. Whilst we always hope that we can resolve any query or concern you raise about our use of your information, you also have the right to raise any concerns you have with the Information Commissioner, who oversees Data Protection Legislation. Further information can be found on their website at <https://ico.org.uk/concerns/> or you can contact them at

The Information Commissioner's Office Wycliffe House

Water Lane Wilmslow Cheshire SK9 5AF

Telephone - 0303 123 1113

12. Changes to the privacy policy

12.1. Version control of this document can be found on page 1 of this document.

12.2. 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, however, we will also endeavour to notify people of any changes by email, on our website and through available social media channels