

The Fire Brigade Society Privacy Policy

Last Updated: September 2022

Our contact details

Name: The Fire Brigade Society

Address: 17 Kinsbourne Way, Southampton, SO19 6HB

Telephone: 07925 361241

E-mail: fbsupdates@gmail.com

Website: www.thefirebrigadesociety.co.uk

The type of personal information we collect

We currently collect and process the following personal information:

- Name
- Postal address
- Email address
- Phone number
- Membership Number

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To post Fire Cover magazine to you
- To match your name with membership subscription payments
- To deliver ad hoc society correspondence to you
- To verify your membership status prior to any visit
- To discuss any urgent or sensitive matter with you regarding your membership

No data is received from third parties.

We create a membership number for you and tell you what it is.

We use the information that you have given us in order to provide you with membership services such as Fire Cover magazine and visits.

We may share this information with any officer of the society who requires it to carry out membership services.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is: Your consent. You are able to remove your

consent at any time. You can do this by contacting us using the details at the top of page 1. This will terminate your membership as we will be unable to provide membership services to you.

We collect your personal information from membership forms and electronic or postal correspondence.

How we store your personal information

Your information is securely stored.

We keep your name, address, email address, phone number and membership number for the duration of the society year in an electronic database, copied from the membership form. The society year runs from 1 April until the following 31 March. If you do not renew your membership, we will use your personal information to send reminders to you.

We will dispose of your information by 30 June (3 months) following non-renewal. This means deleting your electronic record and shredding any paper-based membership form.

Your name and amount paid is recorded in a separate list of financial transactions. We will dispose of financial transaction information after 7 years. This is to allow for retrospective financial queries to be answered and for additional audits to take place as required.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the details at the top of page 1 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact details at the top of page 1.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>