

# **WILTSHIRE RETIRED FIREFIGHTERS ASSOCIATION**

## **GDPR Policy on Data and Privacy**

### **Our GDPR Statement (General Data Protection Regulations)**

As a members' Association we appreciate that privacy is important both to prospective members wishing to join as well as existing members and former members alike. No one likes having their data lost, stolen, damaged, misused or shared without proper consent, so we are doing everything we can to protect you.

We have therefore produced this document to explain how we collect, store and handle your personal data.

### **Why we collect your data**

We only collect data that is essential to ensure the safe, efficient and legal running of the Association.

### **What data is collected**

1. Name
2. Address
3. Contact details (home and mobile phone numbers as well as email address)
4. Signed consent form.

### **How we collect your data**

We use the information entered in your application to join form, otherwise in person, but can be updated by email if you are happy to do so.

### **When we share your data**

Your data will not be shared with any other member other than appropriate and active Executive Committee members, as required for purposes of administering the Association and its events. We do not share your data with any third parties.

## **Data retention**

As a member your data is held on an electronic file for the duration of your membership.

If you leave the Association, your details are deleted within 30 days.

## **Your rights**

You have many rights regarding your personal information data, including seeing what data we hold and updating your information. To apply for access, please contact the Secretary or Chairperson. This will be facilitated within 14 days of application or as soon as reasonably practicable. (Please bear in mind that these positions are voluntary and as such, there is no one to easily step in if the authorised member is on holiday etc.)