



# The Fire Brigade Society Data Protection Policy

Issue 2 May 2018

## INTRODUCTION

The Fire Brigade Society works within the framework of the Data Protection Act (2018), and the General Data Protection Regulations (2018). The purpose of this policy is to safeguard the integrity of our members' information, and to protect The Society from inadvertent breaches of Data Protection regulations.

To this end, the document covers the information we gather, the storage and use of this information, and how we treat it at the end of its 'life'.

## RESPONSIBLE OFFICER

As the initial point of contact, data gathering, and the majority of the storage and use of members data rests with the Membership Secretary, they will be designated as the officer responsible for supervising The Society's compliance with the General Data Protection Regulations, and Data Protection Act. This can be varied by the Executive Supervisory Board if required.

The Responsible Officer (RO) is:

- ***Required to monitor The Society's Data Protection policy and amend it where required.***
- ***Empowered to take all reasonable steps to ensure that the policy is upheld by all officers of The Society.***
- ***Responsible for the data within his control, but is not personally responsible for data held by other officers of The Society.***

It is incumbent on all officers, and indeed individual members, to safeguard and treat appropriately any data within their control. The fines for loss or misuse of this information can be considerable and can be levied against the individuals concerned.

Any suspected breach of the regulations should be reported to the Responsible Officer, for further action that may be required, up to and including informing the Information Commissioner's Office.

## DATA GATHERED

The Society needs to obtain a minimum amount of information from members in order to meet its obligations to them. The information required is their name and postal address, e-mail address and telephone number where available, and date of birth.

Members supply this information on their initial application forms. Once processed these forms are filed in numerical order, in a filing cabinet under the care of the Membership Secretary. It is very rare that these paper records are accessed subsequently.

The following information is extracted and filed electronically:

- a) *Honorific.*
- b) *Given name(s) or Initial(s).*
- c) *Surname.*
- d) *Full postal address including post/zip code. Country if outside the UK.*
- e) *Preferred means of communication – email, hard copy, web site, etc.*
- f) *Email address.*
- g) *Method of payment if by Direct Debit or Standing Order (to facilitate the advance distribution of membership cards).*
- h) *Date of joining/rejoining The Society.*
- i) *The individual's relationship to The Society, i.e. Full, Honorary Life, Junior or Associate Member, and whether they are an officer within The Society*
- j) *Occasional other pieces of information such as payments made in advance, Enclosures to be packed with next 'Fire Cover', etc. These are only recorded for as long as relevant, and then deleted from the system.*

This information is stored on a Society owned external hard drive, with backup data on a Society owned memory stick. Both are under the control of the Membership Secretary. Updating and processing of the stored data is done off-line wherever possible to minimise the chance of the data being 'hacked'.

A member may request a copy of the information held, and The Society is obliged to provide the same, or a legitimate explanation of why it cannot be supplied within the time scale, within a month of receiving the request.

## **USE OF DATA**

### **General**

The data is only used for the day to day running of The Society. In particular, it is not sold or passed on to third parties. The typical use of the information is the production of labels for membership cards and the distribution of 'Fire Cover' and other Society communications.

E-mail addresses are used for the circulation of general notices in accordance with the preferences indicated by the member concerned. All group communications of this nature should be made using a principal Society e-mail address, with the general circulations going out as blind copies.

From time to time, The Society receives requests for information or contact details from other members, or from outside parties. The Society **does not** supply this information without the express permission of the subject member. Our preferred policy is to pass the request onto the member concerned, and for them to deal with the matter directly.

The Society has, in the past been approached by outside parties with offers which may be of relevance and interest to members. We have never passed on members details in these circumstances but have publicised the offer in 'Fire Cover', 'What's On', or by means of an enclosure with 'Fire Cover', giving the individual members the opportunity to respond if they wish. This will continue to be the policy in future.

### **Geographical Areas and Regional Units**

The Administrator and Correspondent of each geographical area or region will only be supplied with the contact details of members within that geographical area or region, in order for them to carry out their duties. This will be done on an annual basis, with the previous year's details being securely deleted and destroyed. They will be responsible for keeping the data safe and secure, and stored 'offline' where possible. They will be expected to do as much work as possible whilst offline. (Ref: The Society's 'Handbook for Appointed Officers and Volunteers')

### **Sales Unit**

The Sales Unit will keep records of sales for 2 years.

Promotion of sale items will be on a 'stand alone' basis and no targeting of sales items using members details will take place.

### **Visits & Events**

At each Society event or meeting that a member attends, they will be required to sign an attendance sheet, which will also record details of the event, their membership number and name. These are returned to the Event Secretary and stored securely for 2 years, in accordance with the security undertaking which we give to our hosts. They will then be destroyed by shredding or burning. Next of Kin details required for major visits, which must be supplied in a sealed envelope only to be opened in an emergency, will be returned to the member at the end of the visit.

For access to some sites included on visit, members will have to provide personal information to facilitate security clearance by the host. This information will be handled by the organisers and host in a confidential manner and in accordance with the General Data Protection Regulation.

### **Cessation of Officership**

When a member ceases to be an Officer of The Society, as well as returning any Society property, they must undertake to remove all Society supplied membership data including members' e-mail addresses, from any computer, tablet, telephone or external storage device, preferably by use of an overwriting data shredding programme. Any hard copies of such data e.g. printouts, CD-ROMs, etc. must be returned to the Responsible Officer. or destroyed by shredding or burning. They must also sign a declaration that this task has been carried out.

### **Cessation of Membership**

When a person ceases to be a member of The Society, e.g. by resignation, or failure to renew membership, their data will continue to be held electronically for 2 years. This is to enable reminders to be sent to those members who forget to renew on time, and to allow recent past members who wish to rejoin, the opportunity to do so without having to complete a new application form. During this period, The Society may occasionally contact past members with advantageous offers to encourage recruitment. At the end of this period, electronic records will be securely destroyed, hard copy application forms will be removed from the 'active' file and placed in the archive.

Upon leaving The Society, should an ex-member wish to exercise their 'right to be forgotten', they may write to the Responsible Officer and ask for their details (electronic, hard copy, or both) to be deleted or destroyed immediately. This will be done within 1 calendar month of receiving the request and acknowledged within 6 weeks.

The exception to this is when a member has attended a Society event or visit within the past 2 years. Our security undertaking to our hosts lasts for 2 years. In this case, a copy of the ex-member's name, latest contact address, and membership number only, will be placed with the attendance list, and will be destroyed after the 2 years have elapsed. All of the ex- members remaining data held by The Society will be deleted or destroyed as per paragraph 2..

### **Website**

The Society's website uses 'cookies' to track visits via Google Analytics.

'Cookies' are small text files that are placed on your PC or device and read by web browsers to help the site provide a better user experience and to help us provide the user with more relevant information.

If you prefer to change your cookie settings, or switch them off altogether, please refer to your web browser instructions.

A full statement concerning The Society's web site privacy is provided on the web site.

## **ENQUIRIES REGARDING THIS POLICY DOCUMENT**

Enquiries concerning this Policy Document should be referred to the Membership Secretary (Responsible Officer) whose contact details appear in 'Fire Cover' and on The Society's web site.