PRIVACY NOTICE	*Fire Authority Members*	*Version 3*
Information Asset Area	*Committee Services*	
Date	*October 2026*	

- **Who is collecting your information?**

Hereford & Worcester Fire Authority

You can contact us by email on info@hwfire.org.uk or by phone on 0345 122 4454 or you can write to us at Hindlip Park, Worcester WR3 8SP

- **What information is being collected?**

Your contact details

- *Your name*
- *Your postal and email addresses*
- *Phone numbers*

Your Interests

- *Disclosable Pecuniary Interests (employment details, property / land ownership sponsorships, contracts, licences, tenancies, shares)*
- *Signature*
- *Declarations of Interest*
- *Any offers of gifts / hospitality*

Fire Authority / Meeting Information

- *Political Group affiliation*
- *Meeting attendance*
- *Relevant additional needs and dietary requirements*

Financial Information

- *National Insurance Number*
- *Bank details*
- *Vehicle details and registration*
- *Allowances & expenses claimed*

- **Why are we collecting this information and what will we use it for?**

Your contact details are required to enable Committee Services to co-ordinate Fire Authority business and ensure that Members have all information necessary to carry out their roles. As a member of the Fire Authority your attendance at meetings will be recorded in the minutes of meetings and published on the website as a public record. You may wish to provide us with information about any special requirements so we can ensure that meetings are fully accessible to all Members.

We require information with regard to your political group affiliation to ensure that the Authority is politically balanced and that Committee seats are allocated appropriately amongst the different political groups.

Your financial information is required to ensure that you are paid your allowances and any valid claims as set out in the Members' Allowances Scheme and to maintain proper financial records. Details of expense claims are required to be published.

Your interests are required to enable the Monitoring Officer to ensure that Members fulfil their statutory obligations.

- **What are the legal reasons (legitimate grounds) for collecting your personal data?**

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GDPR / DPA

- *Article 6(1)a –You have provided consent for the processing of your personal data in order to receive your financial allowances, to allow us to publish your contact details on our website and to enable us to make any reasonable adjustments to help you undertake your role as an Authority Member*
- *Article 6(1)c – Processing is necessary for compliance with a legal obligation*
- *Article 6(1)e – Processing is necessary for the performance of a task carried out in the public interest*
- *Article 9(2)(e) – Processing relates to personal data which are manifestly made public by you (political group affiliation)*

Other Legislation

s100G Local Government Act 1972 requires a Fire Authority to maintain a register of the names and addresses of all Members which must be open to public inspection.

s30 Localism Act 2011 requires Members to notify the Monitoring Officer (MO) of their Disclosable Pecuniary Interests and requires the MO is under s.30 to enter the DPIs in a register. s29 requires the MO to publish the register on the website. Your signature will not be published on the website.

s15 The Local Government and Housing Act 1989 requires the Authority to review the allocation of seats to political groups either at that meeting or as soon as practicable thereafter.

The Local Authorities (Members' Allowances)(England) Regulations 2003 sets out the requirements of the Authority to pay allowances to Members and to publish details of payments.

- **How will your information be stored?**

- *Information is scanned and stored electronically on secure cloud server. Original signed copies are filed in marked folders in a locked cupboard*

- **Who will have access to your information?**

- *Authorised personnel within Legal Services, Information Governance and Committee Services departments, which is restricted to 4 people.*
- *ICT staff can access all electronic systems when there is a legitimate need to do so.*

- **Will your information be shared with anyone other than the Fire and Rescue Service?**

Yes	☒		No	☐

- **If YES, then how will this be done?**

In order to meet legal requirements the following information is published routinely on the Service's website.

- *Your name*
- *Phone numbers, postal and email addresses (we will obtain your consent prior to publishing any contact details on our website).*
- *Political affiliation*
- *Meeting attendance*

	• *Disclosable Pecuniary Interests (your signature will not be published but will be held securely in a paper file)* • *Declarations of Interest* • *Payments made to you by the Authority*
•	**If YES, then who with?**
	The Fire Authority shares your personal data with third parties in order to pay you, to administer Fire Authority meetings and to meet its statutory obligations. We use third party providers under contract to do this. These third parties are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data and to comply with Data Protection legislation. Your personal data is processed by: • *Warwickshire County Council Payroll Services - Their Privacy Notice is available at the link below:* *https://www.warwickshire.gov.uk/privacy* • *Astech – Committee Management Information System - Their Privacy Notice is available at the link below* *http://www.astech.co.uk/Privacy-Policy* • *Critico – Mobile Phone Texting Service - Their Privacy Notice is available at the link below* *https://criticogroup.com/privacy-policy/*
•	**How long will we keep your information for?**
	Members' contact details and special requirements are retained for up to 6 months after retirement from the Authority *Members' attendance at and any declarations made at meetings is retained permanently on minutes within CMIS, on the website and hard copy* *Members' training records and DPI forms are retained for up to 6 years after the retirement of the Member*
•	**How will your information be disposed of?**
	Electronic records are deleted and paper files are shredded securely
•	**Who do you contact if you have any questions about your information?**
	The Information Governance Department by email on informationrequests@hwfire.org.uk Or you can call on 0345 122 4454 or write to Information Governance, Hereford & Worcester Fire and Rescue Service, Hindlip Park, Worcester WR3 8SP
•	**What else do you need to know?** **Your Data: Your Rights**
	Under data protection legislation, you have statutory rights relating to your own personal data:

	•**Access** - you have the right to know what data we hold relating to you and why, and to receive a copy of it; •**Rectification** - you have the right to have inaccurate information about you corrected; •**Objection** - you have the right to object to the Service using your information, and we would have to stop unless we have a sound overriding reason to continue; •**Erasure, Restriction and Portability** – in specific circumstances, you have the right to have your personal data deleted, to put limits on what the Service may do with it or to receive a copy in machine-readable form to take to another organisation; For more information on your rights under the data protection laws you can visit the Information Commission's website by following this link: https://ico.org.uk/your-data-matters/ Should you wish to exercise any of your rights please contact the Information Governance department by email on informationrequests@hwfire.org.uk by phone on 0345 122 4454 (local rate) or by writing to: Information Governance Hereford & Worcester Fire and Rescue Service HQ Hindlip Park Worcester WR3 8SP
•	**How do you make a complaint?**
	Should you have any concerns regarding the management of your personal data and wish to make a complaint, in the first instance please do so using Hereford & Worcester Fire and Rescue Service's complaints system: Comments and Complaints. If you are not satisfied with the outcome of your complaint, you can contact the Information Commission at ICO Head Office, 4th Floor, No. 3 Circle Square, 5 Hawkshaw Street, Manchester, M1 7BL, Tel: 0303 123 1113 (alternatively 01625 545745) or E-mail: casework@ico.org.uk.