

<b>PRIVACY NOTICE</b>	<i>Fire Authority Members Information</i>	Version
<b>Information Asset Area</b>	<i>Information Governance &amp; Committee Services</i>	
<b>Date</b>	20/05/2021	

<ul style="list-style-type: none"> <li><b>Who is collecting your information?</b></li> </ul>		
<p>Hereford &amp; Worcester Fire and Rescue Service</p> <p>You can contact us by email on <a href="mailto:info@hwfire.org.uk">info@hwfire.org.uk</a> or by phone on 0345 122 4454 or you can write to us at Hindlip Park, Worcester WR3 8SP</p>		
<ul style="list-style-type: none"> <li><b>What information is being collected?</b></li> </ul>		
<p><i>Your contact details</i></p> <ul style="list-style-type: none"> <li><i>Your name</i></li> <li><i>Your address postal and email</i></li> <li><i>Phone numbers</i></li> </ul> <p><i>Your Interests</i></p> <ul style="list-style-type: none"> <li><i>Disclosable Pecuniary Interests (employment details, property/land ownership sponsorships, contracts, licences, tenancies, shares)</i></li> <li><i>Signature</i></li> <li><i>Declarations of Interest</i></li> <li><i>Any offers of gifts/hospitality</i></li> </ul>	<p><i>Fire Authority/ Meeting Information</i></p> <ul style="list-style-type: none"> <li><i>Political affiliation</i></li> <li><i>Meeting attendance</i></li> <li><i>Relevant additional needs and dietary requirements</i></li> </ul> <p><i>Financial Information</i></p> <ul style="list-style-type: none"> <li><i>National Insurance Number</i></li> <li><i>Bank details</i></li> <li><i>Vehicle details and registration</i></li> </ul>	
<ul style="list-style-type: none"> <li><b>Why are we collecting this information and what will we use it for?</b></li> </ul>		
<p><i>Your contact details are required to enable Committee Services to co-ordinate Fire Authority business and ensure 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.</i></p> <p><i>We require information with regards to your political affiliation to ensure the Authority is politically balanced and that Committee seats are allocated appropriately amongst the different political groups.</i></p> <p><i>Your financial information is required to ensure you are paid your allowances and any valid claims as set out in the Members' Allowances Scheme, which the Authority is required to have.</i></p> <p><i>Your interests are required to enable the Monitoring Officer to ensure Members fulfil their statutory obligations.</i></p>		
<ul style="list-style-type: none"> <li><b>What are the legal reasons (legitimate grounds) for collecting your personal data?</b></li> </ul>		
<p><i>GDPR / DPA</i></p> <ul style="list-style-type: none"> <li><i>Article 6 a – you have provided consent to the processing of your personal data in order to receive your financial allowances, allow us to publish your contact details on our website and enable us to make any reasonable adjustments to help you undertake your role as an Authority Member</i></li> </ul>		

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- *Article 6 c – processing is necessary for compliance with a legal obligation*
- *Article 6 e – processing necessary for the performance of a task carried out in the public interest*
- *Article 9(2)(e) – processing relates to personal data (political affiliation) which are manifestly made public by you*

*Other Legislation*

*s.100G 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.*

*s.30 Localism Act 2011 requires Members to notify the Monitoring Officer (MO) of their Disclosable Pecuniary Interests. The MO is required under s.30 to enter the DPIs in a register and s.29 requires the MO to publish the register on the website (your signature will not be published on the website).*

*s.15 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 practical 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.*

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

Yes

*In order to meet legal requirements the following information is published routinely on the Services website.*

- *Your name*
- *Phone numbers, address postal and email (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*

*The Fire Authority shares your personal data with third parties in order to pay you, administer Fire Authority meetings and meet its statutory obligations. We use third party providers to do this and under contract. 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 comply with data protection legislation. Your personal data is processed by:*

- *Warwickshire County Council Payroll Services, for their Privacy Notice please click on the link below*

<https://www.warwickshire.gov.uk/disclaimer>

- *Astech – Committee Management Information System, for their Privacy Notice please click on*

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	<p><i>the link below</i></p> <p><a href="http://www.astech.co.uk/Privacy-Policy">http://www.astech.co.uk/Privacy-Policy</a></p> <ul style="list-style-type: none"> <li>• <i>PageOne – Mobile Phone Texting Service, for their Privacy Notice please click on the link below</i></li> </ul> <p><a href="https://www.pageone.co.uk/privacy/">https://www.pageone.co.uk/privacy/</a></p>
•	<b>If YES, then how will this be done?</b>
	<i>Electronic data transfer and email.</i>
•	<b>If YES, then who with?</b>
	<i>See third parties listed above. In each case we will only share data to the extent that we consider the information is reasonably required for the purposes stated above and in compliance with our legal duties.</i>
•	<b>How long will we keep your information for?</b>
	<p><i>Members' contact details and special requirements are retained for up to 6 months after retirement from the Authority</i></p> <p><i>Members' attendance at and any declarations made at meetings is retained permanently on minutes within CMIS, on the website and hard copy</i></p> <p><i>Members' training records and DPI forms are retained for up to 6 years after the retirement of the Member</i></p>
•	<b>How will your information be disposed of?</b>
	<i>Electronic records are deleted and paper files shredded securely</i>
•	<b>Who do you contact if you have any questions about your information?</b>
	<p>The Information Governance Department by email on <a href="mailto:informationrequests@hwfire.org.uk">informationrequests@hwfire.org.uk</a></p> <p>Or you can call on 0345 122 4454 or write to Information Governance, Hereford &amp; Worcester Fire and Rescue Service, Hindlip Park, Worcester WR3 8SP</p>
•	<b>What else do you need to know?</b>
	<p><b>Your Data: Your Rights</b></p> <p>Under data protection legislation, you have statutory rights relating to your own personal data:</p> <ul style="list-style-type: none"> <li>• <b>Access</b> - you have the right to know what data we hold relating to you and why, and to receive a copy of it;</li> <li>• <b>Rectification</b> - you have the right to have inaccurate information about you corrected;</li> <li>• <b>Objection</b> - 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;</li> <li>• <b>Erasure, Restriction and Portability</b> – 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;</li> </ul>

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For more information on your rights under the data protection laws you can have a look at the Information Commissioner's Office website page 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](mailto: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 the internal review, you may appeal the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 or E-mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)