

Kent Police & Kent Police Staff Benevolent Funds  
Privacy Notice

**About Us.**

Kent Police Benevolent Fund and Kent Police Staff Benevolent Fund are not for profit organisations established to provide welfare support to its membership. Membership is restricted to serving Kent police officers, serving members of police staff, those who were members when serving who have retained membership once retiring and the surviving spouses/ partners of a member who has passed away.

The funds rely on the voluntary monetary contributions paid by its members during their service with Kent Police, investment of those funds and any other charitable donations they may receive. The fund can provide support to members who are experiencing a welfare need due to hardship and distress which is typically as a result of either health or financial difficulties. Any support offered to a member by the Fund is carried out in accordance with the relevant Benevolent Fund rules, which are overseen by an elected Management Committee.

The funds are managed on a day to day basis by the Benevolent Fund Secretary, who reports to the Management Committee of each fund and oversees the financial viability of the funds and the day to day income and expenditure.

The address for our administrative centre is:

Kent Police Benevolent Fund  
66 Queen Elizabeth Square  
Maidstone,  
Kent  
ME15 9DA

Telephone: 01622 653066  
Email: [KPBF@kent.polfed.org](mailto:KPBF@kent.polfed.org)

**Our Commitment to Data Security.**

The Kent Police Benevolent Fund is registered as a data controller with the Information Commissioners Office, Registration Number A 8362701

The Benevolent Fund Secretary oversees matters relating to data protection on behalf of both funds and the relevant committees. The secretary is supported when necessary by the Kent Police Data Protection Officer and other Kent Police employees who specialise in information security and legal services.

**The purpose and legal basis for us processing your personal information.**

In the case of Police Officers it is necessary for us to collect personal information from you when you first join the service or when you apply to become a member. This is to maintain our membership list, to keep it current and also to allow us to arrange with Payroll for your monthly contributions or other necessary deductions to be made. This allows us to keep accurate records of our accounts, members and to provide support to those eligible as needed.

In the case of Staff Fund members, personal information is only collected if you choose to join the fund, and the purpose and legal basis for collecting such data is the same as for the Police fund above.

**Our legal basis for collecting and using your personal information is:**

**With your written consent.**

- It is necessary for us to collect and process your personal information in order for us to register you as a member and once a member maintain communications with you.
- To enable us to make arrangements with payroll for your contributions into the fund.
- To allow us to make payments to you of any benefits to which you are entitled.

**For our legitimate interests.**

- The length of service of police officers can be 30 years and beyond, members of staff often serve for similar long periods. Most officers and staff take up membership at the point of joining Kent Police. Over time some choose to opt out of the scheme or simply forget whether they have or have not joined the scheme in the first place. It is not uncommon for the fund to receive applications from individuals facing personal difficulties who are unsure whether they are entitled to membership benefits, or from family members who, following a death of a member, are unsure whether any benefits may be available to them under the fund rules. The retention of personal information is therefore required to enable us to administer the fund fairly for those entitled to its support. We do retain minimal data of officers and staff who may have joined their respective funds but later opted out, or in the case of police officers only, those who have never joined the scheme at all. This is to enable us to manage and respond to all enquiries appropriately and settle any claims correctly and sensitively.

**With your explicit consent.**

- At any time during your membership it may be necessary for you to apply for financial support as a consequence of either financial hardship or a psychological or physical ailment. In such circumstances it may be necessary for the Management Committee to be able to review records relating to your financial affairs or your medical condition to assist them deliberate and authorise payments to you. We will always seek your explicit consent before collecting sensitive personal information of this kind from you.

When you register with us as member the personal information we collect from you is kept to a minimum. We only collect sensitive or special information when you make applications to us relating to health or financial matters.

**Who do we share your information with?**

We do not share your personal information with anybody else. If asked for your personal information we would always seek your consent before doing so. The only exception might be if a lawful request was made by a law enforcement authority, such as the police or HMRC.

### **The period for which we will keep your information**

We will retain your personal information for the period of your membership, which in most instances is for the life of the member, or his/her surviving spouse whichever is the longest. We will retain minimalised personal information for non-members for a similar period.

We do not transfer personal data to clients in other countries either within or outside of the European Economic Area.

### **Your Rights.**

We acknowledge your right to be informed of and also to request confirmation of the personal data we hold about you and your right to be provided with copies of such data. We acknowledge your right to request that we stop processing your personal data or to have it removed from our data base. You can exercise these rights by contacting the Fund Secretary at the address shown above ideally in writing or by email, we may require further proof of your identity before acting upon your request.

We respect your right to withdraw your consent for us to process your personal data at any time. Should you wish to exercise this right we will remove your personal data from our data base as soon as possible. Records removed at the request of a member ( whether or not the member was a contributor to the fund at the time of the removal of their data) will cancel membership of the fund and all current and future membership benefits that would otherwise have been payable.

You also have the right to complain to the regulatory body for the UK, the Information Commissioners Office, [www.ico.org.uk](http://www.ico.org.uk) if you believe we have breached the Data Protection Act.