**WILTSHIRE POLICE FEDERATION**

**BRANCH BOARD**

Surname:……………………………..First Name(s):……………………………………Date of Birth:………………………… Home Address:………………………………………………………………………………..Postcode:………………………………. Home Telephone:……………………………………………..Mobile Telephone:……………………………………………….

Work email:………………………………………………………Home Email:…………………………………………………………

NI Number:……………………………………………………….Payroll Number:……………………………………………………

Rank:…………………………………………………………………Collar/Warrant Number:………………………………………

SECTION 1

Answer (a) or (b) below:

1. I joined Wiltshire Police Force on: ……/………/….……; (Previous Force: ………………………………….)

*When transferring to a new Force this form needs to completed within the first six months, even if previously a member of PFEW*

**Or**

1. I wish to re-join the Police Federation and/or re-start subscriptions Tick here

SECTION 2

1. Wiltshire Branch Board has informed me of the benefits of joining the Police Federation of England and Wales and that I may opt to join the PFEW but am not required to do so.

I wish to be a member of the Police Federation of England and Wales No Yes

1. Wiltshire Branch Board has informed me that:

* as a member of the Police Federation of England and Wales, I will pay subscriptions to gain access to the full range of member services.
* I am not required to join and if I choose not to, I will not have access to those services.

I wish to pay Federation subscriptions No Yes

*By confirming yes to paying Federation subscriptions I am authorising the Chief Constable to make the necessary deductions from my salary*

SIGNATURE: ……………………………………………… DATE: ………………………………………

*I understand that a copy of the above information will be retained by Wiltshire Police Branch Board and provided to the Police Federation of England and Wales.*

*A record of your fee paying status as a member will be stored on the members’ database held at Police Federation of England and Wales (PFEW) and updated regularly by your force for membership purposes in line with your contract.*

*PFEW will retain this information for the length of time you are a member.*

*The branch will retain this information for your lifetime in order to determine if you are entitled to any benefits or legal assistance to which you were contracted during your service.*

*It will not be shared outside of the European Economic Area.*

**When completed, return to: Council Secretary, Wiltshire Police Federation, Police Headquarters, London Road, Devizes, Wilts SN10 2DN**

*Updated Jan 2020*



**Privacy Notice**

The Wiltshire Police Federation Branch Council (WPFBC) take its responsibilities in the processing of your data under General Data Protection Regulations (GDPR) very seriously. This Privacy Notice tells you what to expect in relation to personal information which is collected about you, handled and processed by the WPFBC.

The Branch Secretary of the WPFBC is the Data Controller for centrally processed data and can be contacted at the Federation office: Wiltshire Police Headquarters, London Road, Devizes, SN10 2DN, Telephone: 01380 861043, Email. [wiltshire@polfed.org](mailto:wiltshire@polfed.org)

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with the GDPR.

**The information we may collect**:

* Your name; \*
* Your address; \*
* Your email and / or postal address; \*
* Station / Department to which attached; \*
* Your contact telephone number; \*
* Date of birth; \*
* National insurance number ( as an unique reference); \*
* Medical information (if provided and a specific outline will be provided as to why and whom this data will be shared with and processed); \*
* Financial information (including but not limited to payroll details in relation to collection of subscriptions, welfare / Benevolent scheme details,);
* A log of our communications with you by email and telephone.

**How we hold the information**

All the personal data we have is stored on our databases in the UK and managed by this Branch and the Police Federation of England and Wales (PFEW) at Leatherhead.

Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms. Before such a transfer takes place outside of the EEA, we will provide you with further information concerning this.

**Disclosure of your information**

In order to provide you with the most effective membership services, in line with our core purpose and contract with you, relevant personal information will be shared with other trusted third parties which you will have signed up to or have a contract with. Examples of these are:

* Pension scheme providers;
* Legal advisors (this will be determined at time of funding being agreed and you will be informed);
* Your Police Force;
* PFEW ( Leatherhead );
* NARPO;
* Dave Talbot Associates (in relation to the current data base);
* Accenture during the migration and deployment of new claims database until handover
* Welfare / Benevolent / Gurney funds / Police dependants trust (you will be asked for your consent or form a contract if this becomes applicable);
* Other third parties for the purpose of:
  + Claims;
  + Insurance;
  + Elections.

**What is the legal basis for processing the information?**

We will rely on your consent to process the information marked with an \* above which is collected at the outset of the joining process.

In respect of medical information, the basis for us processing this will be vital interests, contract or consent as required.

Elections form part of our legal entity and are laid down in statute. We will process our election procedure under public task.

You have the right, at any time, to ask for a copy of the information we hold about you. To make a Subject Access Request for your personal information please email: [wiltshire@polfed.org](mailto:wiltshire@polfed.org)

Under GDPR, you will also have the following rights:

* Erasure;
* Restriction of processing;
* Objection; and
* Data portability.

Please contact your branch Secretary on 01380 861043 for information regarding any of this section.

**Retention of your data**

Your data will be retained for no longer than is necessary and in accordance with our Data Retention Policy. This can be found on our www.polfed.org or by contacting your branch office on 01380 861043.

**Withdrawal of consent**

If you have provided us with your consent to process your data, you have the right to withdraw this at any time. In order to do so you should contact us either by email or in writing.

**Contact**

Please address any questions, comments and requests regarding our data processing practices to the Data Protection Officer by email to [Wiltshire@polfed.org](mailto:Wiltshire@polfed.org) the branch Secretary on 01380 861043.

**Concerns**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. You may also wish to contact the Information Commissioners Office (ICO). They can be contacted at: The Information Commissioner's Office, Wycliffe House, Wycliffe Lane, Wilmslow, Cheshire, SK6 5AF

**Changes to the Privacy Notice**

This Privacy Notice may be changed by us at any time.