

## Privacy Notice

The Police Federation of England and Wales (PFEW) takes 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 PFEW.

The General Secretary of the PFEW is the Data Controller for centrally processed data and the Branch Secretary of Northamptonshire branch is the data controller for locally processed data.

The Data Protection Officer can be contacted at:

Police Federation of England and Wales  
Federation House  
Highbury Drive  
Leatherhead  
Surrey  
KT22 7UY  
Email: [GDPR@polfed.org](mailto:GDPR@polfed.org)  
Phone: [01372 352059](tel:01372352059)

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 a 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, Group Insurance premiums);
- 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 the 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;
- Welfare Fund / 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 (if you are/have been a member of our Group Insurance Scheme);
  - 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: [foi@polfed.org](mailto:foi@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 [Northamptonshire@polfed.org](mailto:Northamptonshire@polfed.org) 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 website [www.polfed.org/northants](http://www.polfed.org/northants) or by contacting your branch office on [Northamptonshire@polfed.org](mailto:Northamptonshire@polfed.org).

### **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 by emailing [Northamptonshire@polfed.org](mailto:Northamptonshire@polfed.org).

### **Contact**

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

### **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

For further information please see our ([www.polfed.org/5723.aspx](http://www.polfed.org/5723.aspx)) [Privacy Policy](#)

## Changes to the Privacy Notice

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

## Your declaration

I understand the following:

1. You will use the information I have provided to process my membership of the Group Insurance Scheme and/or Police Federation.
2. You may check some of the information with other sources within the Police Force. You may also get information about me from certain other organisations, or give information about me to them to make sure the information is accurate. These other organisations include:
  - My current / previous Police force;
  - Insurance companies, to which I have signed up to;
  - benevolent fund;
  - welfare fund;
  - private health care;

**I do wish to receive** information via email / post about Federation updates which may contain special offers and marketing information from our supporters.

I declare that I am aware of the information that has been provided in this Privacy Notice.

Signature: .....

Name (print): .....

Date: .....