

Privacy Policy

INTRODUCTION

The Merseyside Police Federation takes its responsibilities in the processing of your data under General Data Protection Regulations (GDPR) very seriously. The Privacy Policy tells you what to expect in relation to your personal information which is collected about you, handled, protected and processed by the Merseyside Police Federation and PFEW and what controls and rights you have.

By continuing as a member or from becoming a member of the Merseyside Police Federation and related schemes you are accepting and consenting to the practices described in this policy. We may change the policy from time to time and we will inform you of such changes.

As a data controller, we fully comply with the Data Protection Act 1998, the Privacy and Electronic communications Regulations 2003 and the General Data Protection Regulations (EC Directive) 2016 (GDPR)

When we contact you, it will either be for the above reason, or because we have a legitimate interest in marketing related products. For any other marketing it will only be with your consent and you will be able to withdraw your consent or unsubscribe easily at any time.

If we need to obtain information which is by nature sensitive, we will only do so on the basis that it is in your interest.

- **Your privacy - our Promise.**

We are committed to protecting the privacy of our members and will treat all the information you give us with care. We promise to:

- Tell you why we collect your personal information, how we do this and what we will use it for.
- Only collect the information we need to deliver the best service to you
- Never sell your information or pass it to other organisations for the purposes of marketing.
- Keep your personal information up to date and ensure that it is safe and secure.

What type of personal information do we need?

We collect personal information about you to enable us to provide a service to you, the information we will collect is:

- Name
- Address
- Email both work and personal
- Telephone numbers
- Previous employment, i.e. Force
- National Insurance Number
- Date of birth
- Bank/payment details for taking payments
- Medical information
- Station/Area/Department
- Financial information (including but not limited to payroll details in relation to collection of subscriptions, welfare, benevolent fund support)
- Log of our communications with you and from you by e mail, mail and telephone.

- We will only collect what is necessary and will only keep it for as long as we are required to do in line with our data retention policy.

What other types of information do we need?

- Under certain circumstances we may also need to obtain information about Race or Origin, Gender, Religion, Health, Sex or Sexual Orientation.
- We will only collect what is necessary and protect it with appropriate security measures.

How do we obtain your information?

- When you provide information from communicating with us via letter or by completing a form or by telephone
- Enter a competition, or complete a survey
- When you respond on our social media either by Face book or Twitter, our website or other sites managed by us.
- We may receive it from insurers, other insurance brokers, and finance providers, Solicitors, the Force or National Federation.

How we hold the information?

- All your personal Data will be held on the Merseyside Police Federation Data Base and the PFEW Data Base at Leatherhead. Your Personal data shall not be transferred or shared with anyone other than for the reasons mentioned above under how we use your information.

How we use the information and why we need it?

We use the personal information to provide the services and to meet our contractual commitments to you. In addition we may include:

- **Processing** - this will include using the information to fulfil any request made by you to purchase a product, receive one of our services; requires our services via your membership to one or many schemes, i.e. claims procedures; receive our quarterly Insight Magazine via post to your work address.
- **Marketing** - We will use your personal information to contact you for marketing purposes to provide you with services and products available to you and updates relating to current schemes memberships. Any e mails relating to this you can unsubscribe at any time should you no longer wish to receive these.
- **Consent** - where we need your consent we will ensure you are as fully informed as possible and use that consent solely for the reason you have given it to us. You will be able to change your mind at any time by contacting your Branch Office.

What are my legal rights?

You have the following rights:

- Transparency over how we use your personal information (right to be informed)
- To request a copy of the information we hold about you, which will be provided to you within One month from request (To make Subject Access Request for your personal information please e mail: Reception@merseyside.polfed.org)
- An update or amendment of the information we hold about you (right of rectification)
- To ask us to stop using the information (right to restrict processing)
- Ask us to remove your information for marketing purposes (right to object) you can unsubscribe at any time.
- Ask us to remove your information from our records (however whilst a member of the federation and related schemes we cannot do this)
- To obtain and re-use your personal data for your own purposes (right to portability)

Please contact your Branch Secretary on 0151 259 2535 or e mail: Reception@merseyside.polfed.org for information regarding any of this section.

Retention of information?

We will hold your information for however long we require it for each purpose we use it for.

Contact

Please address any questions, comments and requests regarding our data processing practices to the Data Protection Officer by e mail at the National Police Federation: GDPR@polfed.org or your Branch Secretary on 0151 259 2535 or e mail: Reception@merseyside.polfed.org

Changes to the Privacy Notice

This privacy notice may be changed by us at any time and you will receive notification if this happens.