



Upper Wharfedale Fell Rescue Association

Document Control

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Note:

Please place a document control section at the front of each policy, or procedure. Please ensure that the review date is set for two years in the future and updated after each review.

GDPR Fair Processing and Privacy Notice

Introduction

This fair processing and privacy notice explains why the **Upper Wharfedale Fell Rescue Association** collects, information about you and how that information may be used.

Under the Data Protection Act 2018 organisations like **Upper Wharfedale Fell Rescue Association** must take care to protect your information and ensure it is stored properly and correctly. The Upper Wharfedale Fell Rescue Association is the data controller for the purposes of the Data Protection Act. Contact details are given below.

We are an independent charity and operate under the association of Mountain Rescue England and Wales.

What information do we collect about you?

We collect information about you when you apply to be a member, if you make a donation or complete a gift aid claim form, if you enter a fundraising event organised by us, or if you are involved in an incident which we attend.

How we use the information about you

The information we collect is used as follows:

Members: the information is used to consider your application for membership and, if successful, it is retained to assist us in running our surface and underground rescue services. During the course of your membership we may also collect information about your training status, relevant medical conditions and driving records. We will always obtain your consent (which can be withdrawn) to the collection of this information. However, if you withdraw your consent, your participation as an active member of the Association may have to be terminated. Details of the retention periods for the information we collect are given in our Records Management and Retention Policy.

Donors: the information is retained as part of our accounting records and support for gift aid claims. As such it is legally required. It is not shared with third parties (except HMRC) and is destroyed 6 years after the end of the accounting period to which it relates.

Participants in fund raising events: the information is used to run the event. We may use your email address to contact you about participation in the following year's event but, if you do not enter that event, we will delete your personal information at that stage. The information is not shared with third parties such as other event organisers. If you enter on line through SiEntries Ltd your personal data will also be held by them. Please see their privacy/cookie policy at <https://www.sientries.co.uk/privacy.php>.

Individuals involved in incidents: in running our volunteer cave and fell rescue services in Wharfedale, North Yorkshire and adjoining areas we provide support to statutory services such as police, fire and ambulance. We collect and process information about you for the performance of a task carried out in the public interest. Details of the retention periods for the information we collect are given in our Records Management and Retention Policy.

If we need to use your personal information for any reasons beyond those stated above, we will discuss this with you and ask for your explicit consent.

Your rights

The Data Protection Act 2018 gives you certain rights, including the right to:

- Request access to the personal data we hold about you.
- Request the correction of inaccurate or incomplete information recorded in our records, subject to certain safeguards.
- Request your personal information to be transferred from one IT environment to another without hindrance to usability.
- Object to the use of your personal information. In certain circumstances you may also have the right to 'object' to the processing (i.e. sharing) of your information.

Access to your information and correction

Under the Data Protection Act 2018 you are entitled to request access to personal information held about you. If you would like to submit a request, you may do so by submitting a Subject Access Request ('SAR'). Please address your subject access request to Data Protection Lead, Upper Wharfedale Fell Rescue Association, The Hut, Hebden Road, Grassington North Yorkshire BD23 4JB. We do not charge and will provide a full response within a month.

Raising a complaint

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Lead who will investigate the matter.

They can be contacted on enquiries@uwfra.org.uk or by writing to Upper Wharfedale Fell Rescue Association, The Hut, Hebden Road, Grassington North Yorkshire BD23 4JB

The Information Commissioner's Office

If you have an information right complaint and would like more information about your legal rights, you can write to the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire
SK9 5AF

Telephone: 0303 123 1113

Email: icocasework@ico.org.uk

Website: www.ico.org.uk

The Association's DPA Registration Number is ZA151752.

Changes to privacy policy

We keep our privacy policy under review and we will place any updates on our website www.uwfra.org.uk.