



UK-AFI

UNITED KINGDOM
ASSOCIATION OF
FIRE INVESTIGATORS®

General Data Protection Regulations Policy

UK-AFI, P.O. Box 1318, Lincoln, LN1 2WZ

Charity number: 1124789

www.uk-afi.org



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Introduction

The UK Association of Fire Investigators is a chapter of the International Association of Fire Investigators.

As a membership-based association, we process personal data relating to membership, attendance at our conferences, and CPD recording in line with the General Data Protection Regulation (GDPR). This guidance outlines the type of personal data we collect, why we collect it, how we use it and legal rights in relation to the data.

Definitions

Consent

This is your freely given agreement to allow us to process your personal data. Consent must be informed and specific to the purpose it is required for. You can withdraw consent at any time.

Data Controller or controller responsible for the processing

The Data Controller is responsible for determining what personal data is collected, what reasons it is required and how it is processed (which includes how it is stored). This includes occasions when data are collected or processed on behalf of the Data Controller by a third party.

Data Processor

The Data Processor is an individual or organisation which processes (as defined above) personal data on behalf of the Data Controller

Data Subject

An individual whose data/information is being processed.

Personal data

Personal data means any information relating to an identified or identifiable individual. An identifiable individual is one who can be identified, directly or indirectly, from personal data by reference to things like a name, an identification number, location data, an online identifier (e.g. IP Address) or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.

Processing

By processing we mean the collection, recording, organisation, structuring, storage, alteration, retrieval, use, disclosure (by transmission, or otherwise making available), erasure or destruction of personal data.



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Name and address of the Data Controller

The IAAI UK Chapter, called the UK Association of Fire Investigators, is a chapter of the International Association of Arson Investigators. The chapter is UK based and registered as charity 1124789.

USA Address: 2331 Rock Spring Road, Forest Hill, MD 21050 USA, Phone: +1-800-468-4224

UK Address: Box 1318, Lincoln, LN1 2WZ

Email: USA: IAAI-chapters@firearson.com;

Email: UK: info@uk-afi.org

Website: www.firearson.com;

UK website: www.uk-afi.org

Data Collection

We routinely seek, receive and process personal data in order to provide our services.

The following outlines the General Data Protection Regulation Policy for The United Kingdom Association of Fire Investigators (UK-AFI)

- All data collected and/or stored by UK-AFI is done with the knowledge and consent of the individual member to enable the UK-AFI to process membership or other transactions during that individual's relationship with the association. This will include, but is not limited to, processing of payments or issuing of invoices and / or statements, membership communication, internal marketing of events, notification of publications, and CPD opportunities.
- Individual's personal data will not be shared with or sold to a third party without prior written consent.
- No member of the board will share any personal membership data with a third party without the prior consent of the individual. This includes, but is not limited to name, address, email address and phone details.
- We may disclose your information, if required to do so by any legal or regulatory body.
- All board members will sign a consent form for their association email address, phone number and other relevant agreed details to be circulated for association purposes. Any additional requests for circulation will require written board member consent.
- Members are able to unsubscribe from marketing communications in their UK-AFI member account.

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Data Storage

We will process and store personal data only for the period necessary to achieve the purpose of storage. Our policy for data retention is intended to protect personal interests and the interests of the public. Information held in relation to a forensic case has the potential to be of value in future proceedings (e.g. Forensic Science Regulator investigations), even if this is not immediately obvious. We therefore hold data for up to the lifetime of the data subject unless the data subject has requested its removal.

We will keep a record of your preferences regarding email communications and whether for active members (who's account has not expired) your name and address in the membership database unless you have chosen not to be included. This decision can be changed at any time from your account.

Where we identify that it is no longer necessary for us to hold personal data, we shall delete it or anonymise it such that it is no longer personal.

Data protection and social media

The UK-AFI uses a range of Social Media platforms such as, but not limited to, LinkedIn, X, Facebook and Instagram to promote its activities, with a focus on conferences. We post images of conferences for marketing and awareness purposes. We will not target specific faces to post without their permission to do so and will take steps to avoid this. If you do not wish your image to be used inadvertently on social media, we ask that you inform one of the UK-AFI Board members present. We do not record video or sound in any of our posts.

We ask that any persons attending an event refrain from creating any video and/or sound recording. We cannot be responsible for others who attend our events and post video, sound or images through their own social media accounts.

Each social media account has its own data protection guidelines.

Legal basis for processing

Article. 6(1) lit. (a) GDPR serves as the legal basis for processing operations for which we obtain consent for a specific processing purpose.

If processing personal data is necessary for the performance of a contract to which the data subject is a party, as is the case, for example, making arrangements for a conference, the processing is based on **Article 6(1) lit. (b) GDPR**.

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Where UK-AFI is subject to a legal obligation by which processing of personal data is required, such as for the maintenance of accounting records and the fulfilment of tax obligations, the processing is based on **Art. 6(1) lit. (c) GDPR**.

Disclosures

We may disclose personal data to any of our Board of Directors or Executives insofar as reasonably necessary for us to provide our services and for the purposes as set out in this Privacy Notice. In addition, we may disclose information:

1. to the extent that we are required to do so by law;
2. in connection with any legal proceedings or prospective legal proceedings;
3. in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and

Security of personal data in transmission

Data transmission over the internet is inherently insecure and we cannot guarantee the security of data sent this way.

All personal data received by the UK-AFI is subject to appropriate electronic and/or physical security measures including electronic access restrictions. Membership data is held beyond expiry of membership for legitimate purposes of allowing the data subject to request historic records relating to their account, including membership years and CPD record.

External Parties

Our website contains links to other websites. We are not responsible for the privacy policies or practices of third-party websites.

Amendments

Please check this Privacy Notice occasionally on our website as we may update it from time-to-time. We may also notify our contacts of changes by email.

Contact

In the event of any questions arising about this Privacy Notice or our processing of personal data, please write to us by email to info@uk-afi.org or by post to the address listed on our contact page, marked for the attention of the Board.

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An individual may at any time raise a concern by contacting membership@uk-afi.org or info@uk-afi.org.

Data Rights

- You have a right to ask for a copy of your information and to correct any inaccuracies.
- It should be noted that the removal of all personal data (including email contact details) will result in UK-AFI no longer being able to carry out any further membership activities, transactions or notifications without renewal of membership.
- For further details on your rights visit <https://ico.org.uk/for-the-public/>

President: David Hancock

Signature:

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