**Personal Data Agreement**

**How can we stay in touch?**

Changes to personal data laws mean you’ll have to give us permission to stay in touch with you and make the most of your subscription; you can update your preferences at any time.

Please complete the following details to ensure our records are up to date and compliant with Data Protection. ***Important:***  By completing & signing this form, you are authorizing LPF to share this information with the Force, and that you also authorize the Force to share your information with PFEW.

|  |  |  |
| --- | --- | --- |
| Rank/Collar Number/Staff Number |  | |
| Full Name |  | |
| Date of Birth |  | |
| Home Address & Postcode |  | |
| Marital Status |  | |
| Station/Department |  | |
| Date Joined Force |  | |
| Home Telephone Number |  | |
| Home Email Address |  | |
| Mobile Telephone Number |  | |
| National Insurance Number |  | |
| Are you currently a member of the Group Insurance Scheme | Yes | No |
| GIS Beneficiary Name:  Address:  Date of Birth: |  | |
| Relationship to You: |  | |
| Important: Percentage of Life Cover to be paid to Beneficiary ie. 50%, 100% |  | |

To let us know how you’d like to be contacted, simply tick the relevant box(s) below:

|  |  |
| --- | --- |
| Any Email **Branch preferred option** | Bulk Email |
| Work Email | Home Email |
| Any Mail | Bulk Mail |
| Work Mail **Branch preferred option** | Home Mail |
| Phone | SMS |

**How we use your personal data**

The Police Federation of England and Wales (PFEW) will only use your personal data to provide the services you have requested from us and to administer your membership. We will duly and diligently safeguard the privacy and confidentiality of your data (for more information please see our full Privacy Policy published on the PFEW website and which is also available on request).

**How to change your preferences**

The processing of your data for the purposes specified above is based on your consent. Declaring consent is voluntary. We will only process your personal data on the basis of this consent for the aforementioned purposes until you revoke your consent or object to the processing. Should you transfer to another Force we will share your data with them. To withdraw your consent or update/amend any of your personal details, contact us in any of the following ways:

**Email: office@lincs.polfed.org**

**Post: Lincolnshire Federation HQ, Deepdale Lane, Nettleham, Lincoln, LN2 2LT**

The withdrawal of consent does not affect the lawfulness of any processing activities based on consent prior to withdrawal or other lawful processing activities. You have the right to request access to, or rectification, erasure, or restriction of the processing of your personal data. You also have the right to lodge a complaint with us or the Information Commissioner’s Office at any time. You are free to exercise your right to data portability i.e. to move your personal data to a third party. Your personal data will be retained by each data controller for no longer than is necessary to achieve the purposes described above. Please see our data retention schedule on our website.

**A return email of this form confirms consent. If returning by post, please sign below:**

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |