



# Privacy Notice

## Our contact details

Name: United Kingdom Rescue Organisation (UKRO)  
Address: Surrey Fire and Rescue Service Headquarters, 11 Woodhatch Road, Cockshot Hill, Reigate, Surrey, RH2 8EF.  
Tel: 0798 689 1052  
E-mail: [ggoodman@ukro.org](mailto:ggoodman@ukro.org)

## What type of information we have

We currently collect and process the following information:

- Name
- Address
- E mail address
- Bank details
- Curriculum Vitae

## How we get the information and why we have it

Most of the personal information we process is provided to us directly by you in order for us to administer the affairs of UKRO as a charity.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) We have a contractual obligation.
- (b) We have a legitimate interest.

## What we do with the information we have

We use the information that you have given us in order to:

- Pay invoices and expenses claims
- Select volunteers
- Provide updates on the charity's activities

We may share this information with the organisations who host the National and Regional Challenges.

## How we store your information

Your information is securely stored on the IT systems of our volunteers. This could be their employer's system, their own personal one or UKRO's or a combination.

We keep personal data for 6 years. We will then dispose your information by deletion from our systems.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact Guy Goodman, Director of Corporate Services, at the address above if you wish to make a request.

### **How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113

**Authorised by: Guy Goodman**

**The Trustees approved this policy on the: 13 March 2023**