



Privacy Policy

Introduction

The United Fire Brigades Association (UFBA) is committed to protecting our members' personal information.

This policy describes how the UFBA sources and uses your personal information. It outlines our obligations and your rights as a member of the UFBA.

Our privacy policy is provided for your information and doesn't limit or exclude your rights under the Privacy Act 2020, which you can get more information about at www.privacy.org.nz. If you have any questions or concerns regarding this privacy policy, please contact us

UFBA Privacy Context

The UFBA:

- supports its members carrying out their work that contributes to the well-being and safety of communities, as per their responsibilities as part of the Fire and Emergency New Zealand Act 2017, and other duties and responsibilities that are incidental or conducive to the attainment of any of those purposes¹.
- serves and represents the interests of 693 brigades of all types throughout NZ and the Pacific region, comprising a 13,500+ workforce. Members consist of volunteer, paid, urban, rural, industry and defence brigades, with 85% of the membership being volunteer Fire and Emergency NZ personnel.
- advocates for its members on key topical issues and works to represent their best interests. Other vital services include advocacy and support services supporting members in disputes processes, administering service honours, providing goods for sale through the UFBA fire shop, managing firefighter challenges, training, and conferences, the ACC top-up scheme for Fire and Emergency NZ, and administering the Benevolent Fund for members in times of hardship.

To carry out the functions of the UFBA detailed above, we need to collect and hold certain personal information about you. We will only use your personal information for purposes identified in this policy and in accordance with our functions.

Where we need to use information in a way we have not anticipated here, we will only do so if required or permitted by law or with your authorisation.

You do not have to voluntarily provide your personal information to us. However, we may not be able to effectively provide you with services if you do not provide us with the information we need or if you do not authorise us to hold that information.

¹ Section 3.1, Purpose, Constitution and Rules of the United Fire Brigades' Association of New Zealand Incorporated (2019)

Personal information collected and held by UFBA

The personal information we may need to collect, and hold includes:

- Your name
- Your date of birth
- Your gender
- Your contact details, including your address, email address, or phone number
- Your brigade/s
- Your employee ID
- Your service records
- Medical information
- Information generated by UFBA when we carry out our functions (for example when we provide you with advocacy or support services)

Collection of information

We will collect your personal information directly from you unless you have authorised us to collect that information from another party, as otherwise provided in this privacy policy, or as permitted by the Privacy Act.

We may for example collect information from you as part of a registration process if you are involved in a Waterways, Road Crash Rescue or Combat challenge or attending the UFBA Conference or AGM.

We may also collect personal information about you from the following people or agencies to enable UFBA to provide membership services:

- Directly from your brigade.
- Under the agreement in relation to information sharing the UFBA has in place with Fire and Emergency New Zealand (FENZ), access to individuals' information (as detailed below) from the Station Management System (SMS) or via a data feed from FENZ can be stored and used for the purpose of confirming a member's service honours eligibility.

The categories of information FENZ will provide to the UFBA are:

- Employee number (UFBA code or FENZ personnel code)
 - Brigade number
 - Brigade name
 - Brigade rank
 - Forenames
 - Surname
 - FENZ start date
 - Brigade start date
 - FENZ resignation date
 - From date
 - To date
 - Present data (Total number of days between "From date" - "To date")
 - Absent data (Total number of days between "From date" - "To date")
 - Leave data (Total number of days between "From date" - "To date")
- Which will benefit the membership Status (null=volunteer; P=permanent)

What we do with your personal information

We use your personal information to carry out our functions which include the provision of services to members. Those services include calculating your service honours and awards and ensuring safe and well-run UFBA events. You will receive regular information from us about what the UFBA is doing on your behalf.

We may supply service information for verified research purposes only which will benefit the membership and people working in the fire and emergency sector.

We will never sell or receive payment for licensing or disclosing your personal information.

We will also use this information where it is necessary to protect or enforce our legal rights or interests, or to defend any claims made against us by any person (including you) or it is required by law. For example, where there is a dispute about eligibility for service honours personal data collected will be used to prove the service history of a member.

When we share your personal information

We do not generally share your personal information with third parties. However, we may share your personal information in the following circumstances:

- We may share personal information with the Police or another government agency, if required by law (for example to assist with the investigation of a criminal offence), to report significant misconduct or breach of duty, or where there is a serious threat to health and safety.
- Additional circumstances as authorised by you.
- We may provide information to third-party service providers

- We may provide information to FENZ either directly or by providing FENZ with access to our membership database to verify membership data held, provided by FENZ.
- Under the FENZ Conditional Grant Agreement, we are required to provide FENZ with certain information regarding attendance of workshops and training.
- We may share information with our suppliers for arranging catering, accommodation, transfers, and other activities related to UFBA events and the annual conference.

Storage and security

Storage and retention

All personal information held by UFBA is stored securely either electronically (firewall and password-protected) or in paper form securely stored at our head office to ensure your privacy and confidentiality.

Any medical information or individual challenge scorecards collected as part of being registered in a Waterways, Road Crash Rescue, Combat challenge, or attending the UFBA Conference will be destroyed within twelve months of the date of collection.

Security

We take all reasonable steps to ensure the personal information we collect is protected against loss, unauthorised access, disclosure, or any other misuse. Personal data is stored in a Microsoft Azure web/cloud-based Uniform Resource Locator (URL). The SharePoint-based data storage system security is managed by a qualified information technology service provider.

If you use our advocacy and support service, we will hold all information related to this service securely to ensure your privacy and confidentiality.

If you have used the ACC reimbursement scheme or have been considered and or received a grant from the Benevolent Fund all information related to these services will be held securely.

Your Privacy Rights and how to contact us

The Privacy Act gives you rights to request access to and require correction to the personal information we hold about you. You can take steps to control the ways we use your information (such as opting out of receiving newsletters, asking us to correct your information, or asking us to archive your information held by us). You can also complain to us at any time if you think we have misused your personal information.

To exercise any of these rights, including the right to complain about our privacy practices, please contact us by:

- Emailing us at privacy@ufba.org.nz
- Calling us on 04 237 0265
- Writing to us at PO Box 56079, Tawa, Wellington 5249.

Please remember that you can make an information request to us in any form.

Requesting access to, correction of or deletion of your information

You have the right to request a copy of all the personal information we hold about you (whether we have collected this from you directly or from a third party). You also have the right to ask us to correct your information if you think it is wrong.

We will process your request as soon as possible, and no later than 20 working days after we receive it. There may be instances where we do not agree that the information should be corrected as requested. In those instances, you are entitled to request that a statement of correction be attached to the record. We will confirm in writing once your statement has been attached.

If you wish to request a correction to your personal information, email us at privacy@ufba.org.nz.

If, at any time, you no longer wish us to archive your personal information, email us at privacy@ufba.org.nz with details of your request. We will need to confirm that you are authorised to request that the information be archived. If you mail us using an address we have on file, that should be sufficient. We may, however, and even in that situation, need to ask for some additional information to confirm your identity. This is to ensure we protect your privacy and protect against any unauthorised requests or deletion of personal information. We may not be able to delete all information we hold about you but we will let you know if there is any information we cannot delete. For example, we will generally need to retain a record of your service as part of the history of your brigade. We may also need to keep some information to comply with applicable legal requirements. Membership information may also appear in reporting to Fire and Emergency or may be kept for historical purposes.

Changes to our privacy policy

We reserve the right to change this policy at any time (for example to reflect changes to the Privacy Act or functions of the UFBA) by notifying members of the existence of a revised privacy policy. Any change we make applies from the date we notify members.

Complaining about our privacy practices

If you have any concerns about our privacy practices, we would like to hear from you to enable us to try and put things right as well as assist us to identify and fix any issues with our systems or processes.

Please contact us with your concerns and we will do our best to resolve them for you. You can contact us via the methods referred to above in this policy.

If we cannot resolve your concerns, then you have the right to complain to the Privacy Commissioner by:

- Making an online complaint at www.privacy.org.nz/your-rights/making-a-complaint/complaint-form
- Printing out the complaint form, filling it in and:
 - Posting it to the Office of the Privacy Commissioner, PO Box 10094, Wellington 6143; or
 - Faxing to 04 474 7595; or
 - Emailing to enquiries@privacy.org.nz

Owner	UFBA Communications Manager	Approved	Board
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