



# Derbyshire Cave Rescue Organisation

Registered Charity 1017362

Secretary: Alan Brentnall, 1 Cliff Villas, Thornsett Lane, Birch Vale, High Peak, SK22 1DN  
01663 746476 / 07971 261605

## **Application For Associate Membership.**

Associate Membership is available for former team members and those members who can no longer fulfil the commitments of a full operational team member, but still wish to be associated with the team. Subject to Committee approval, Associate Membership may be available to people who have not been members previously but who have an interest in supporting the team.

### **An Associate Member:**

- will receive communications from the team;
- may join in with any DCRO activity, at the discretion of the organiser;
- will not be subject to any subscriptions;
- will not feature on Callout Lists;
- will not feature in any DCRO email list other than the full team list;
- will not be able to vote at any DCRO meeting.

**N.B. This membership is subject to annual renewal/confirmation at the same time as the annual DCRO Update.**

<b>Name.</b>	
<b>Address.</b>	<b>Mobile tel.</b> <b>Home tel.</b>
<b>Post Code</b>	
<b>E-mail address</b>	
<b>I have read and understood the section below detailing DCRO's use of my personal data, and agree to my data being used accordingly.</b>	
<b>[Y/N]</b>	

Please complete this form and send it to the secretary together with a passport style photograph of yourself (digital photos are acceptable).

Problems or questions? Ring 07971 261605 or 01663 746476  
Or email: [secretary@derbyshirecro.org.uk](mailto:secretary@derbyshirecro.org.uk)

## **Derbyshire Cave Rescue Organisation and Your Personal Data**

The following statement explains DCRO's policy regarding the personal data which you provide when requesting to become an Associate Member.

Our aim is to respect your privacy and comply with the Data Protection Act 2018.

### **The Data Controller**

DCRO is the Data Controller for any personal data you give to us. Our full details are:

Address: Derbyshire Cave Rescue Organisation, Buxton Fire and Rescue Centre, Staden Lane, Buxton, Derbyshire SK17 9RZ.

Email: [secretary@derbyshirecro.org.uk](mailto:secretary@derbyshirecro.org.uk)

Phone: 01663 746476

### **What we need**

We collect the following information from you:

- Name
- Address
- Phone Number(s)
- Emails addresses(s)

We produce and store:

- Attendance records

### **Why we need it & what we do with it**

This information is needed so that we can contact you to provide you with information about team activities.

The information is used to create attendance logs which may be required as evidence for 3rd parties when requested in the unlikely event that you are involved in an operational incident.

This information is processed and stored on team members' computers and portable devices as well as on cloud services including Google Drive. This is to enable team members to keep you informed of team activities. The members who have been provided with your data have been informed that the data is only to be used for DCRO operational purposes and of the care that they should take with your data and to ensure that they take reasonable precautions against its loss.

### **Who we will share it with**

As you are an Associate Member, DCRO will never share your personal data externally except when it is needed in order to comply with a legal obligation.

DCRO will not sell, rent, or give your personal data to any other organisation or individual without your permission.

### **How long will we keep it**

We will retain this information for as long as you are an associate member of DCRO and for as long as legally and operationally necessary after you have resigned from DCRO. A summary record of your membership will be retained in perpetuity unless you specifically request otherwise.

### **Protecting Your Personal Data**

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place reasonable and operationally realistic practices to protect the information we collect from you.

Your personal data will normally be stored and processed within the European Economic Area, where we need to transfer it outside of the European Economic Area we will take appropriate steps to protect your data.

### **Updates to this Policy**

We keep our policies under regular review and we will inform you of any change. This policy was last updated January 2018.

### **Your Rights**

You are in control. You can object or withdraw your consent to the use of your personal data at any time. Though in some cases you may not be able to continue to be a member of DCRO where the information processing is required for membership. We will tell you if this is likely to be the case.

Subject to some legal exceptions, you have the right to:

- request a copy of the personal information DCRO holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability), for example to a different rescue organisation.

To learn more about these rights please see [the ICO website](#).

Please address any such requests to the DCRO Data Protection Officer through [dataprotection@derbyshirecro.org.uk](mailto:dataprotection@derbyshirecro.org.uk).

If you are dissatisfied with our response you can complain to the Information Commissioner's Office

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Telephone:** 0303 123 1113 (local rate) or 01625 545 745

**Fax:** 01625 524 510