

UPDATE FOR VOLUNTEERS: PROTECTING IAM ROADSMART MEMBERS' DATA

Ensuring the proper use and protection of IAM RoadSmart members' data is essential. Access to this data is strictly limited to its intended purpose. Only Group Committee members are authorised to access and view member data via the DARTS Portal. However, with the introduction of digital Observer Run Sheets, Observers will have limited access to DARTS for this specific function.

Unauthorised disclosure of member data is a serious breach and may result in formal action. When Group Committee members log into the DARTS Portal, they must first accept a Data Protection Agreement before accessing any member data. This measure ensures continued compliance with Data Protection Regulations.

If you need to save additional information for future reference, please use the Group Tab on the member record within the portal.

For guidance on using the DARTS Portal, refer to the user guide available on the website dashboard. This includes links to helpful instruction videos. If you have any further questions, please contact IT.Support@iam.org.uk.

Using Other Systems for Member Data

If you manage member data as a data controller, you may store it on external platforms outside the DARTS Portal. For example, when using third-party card machines (data processors) to process member payments, you act as the data controller.

However, any external systems must be listed in your Group Privacy Notice to ensure members are informed about how their data is handled. This aligns with transparency principles. You must also comply with PECR and GDPR regulations, ensuring all data is stored, accessed, and processed securely.

For more details on your responsibilities as a data controller or processor, please refer to the Group Handbook or visit the ICO Guidance on Controllers and Processors.

Use of IAM RoadSmart Branding

The IAM RoadSmart logo and branding are strictly controlled. The logo must not be placed on external systems or platforms without explicit approval. We maintain high standards in representing our brand. For full details, please refer to the Brand Guidelines.

For any branding-related queries, please reach out for guidance before use.

