## **Rotherham Advanced Motorcyclists Group Privacy Notice**

## **Who we are**

Rotherham Advanced Motorcyclists is an independent registered UK road safety charity, affiliated to IAM RoadSmart, as part of their support for Associate Members preparing for the advanced test. We help to improve driver and rider skills through coaching and education.

Rotherham Advanced Motorcyclists is run by volunteers, represent a unique resource with unparalleled experience and expertise. We also provide a social focus meeting and enjoying the company of fellow motorcycling enthusiasts.

Rotherham Advanced Motorcyclists acts as the data controller/data processor when collecting and processing your data.

This Privacy Notice covers Rotherham Advanced Motorcyclists in relation to the collection and use of the information you give us. We may change this Policy from time to time. If we make any significant changes we will advertise this on our website or contact you directly with the information. Please check this page occasionally to make sure you are happy with any changes.

If you have any questions about this Notice or concerning your personal information please contact us using the details provided at the bottom of this Notice.

## **Our basis for processing your personal information and what we use it for**

Rotherham Advanced Motorcyclists aims to be very clear when we collect your personal data and will not do anything you wouldn’t reasonably expect in order to provide the products and/or services that you request, to communicate with you, and to personalise our information we send to you.

We will process your personal data because you have given clear consent to process your personal data for the purpose of advanced riding within IAM RoadSmart and managing your membership of the Group.

## **How do we use your information?**

We use your information to:
Arrange and manage your Advanced Rider Course (our obligation arising from your purchase via IAM RoadSmart)
Manage your membership of the Group

Pictures, videos and written updates of Rotherham Advanced Motorcyclists events and activities at which you may be in attendance, or referred to by name, may also be regularly published on social media sites, in group newsletters/magazines and on group related websites.

## **What type of information we collect and how we use your information**

We will use your personal information in a number of ways which reflect the legal basis applying to processing of your data. To enable us to contact you in relation to an enquiry you have made, Group events and to manage your membership.

The personal data that we collect from you is:
Name.
Contact information (including address, telephone and e-mail).
IAM Membership number.

Special category data:
We do not collect special category data.

We collect information in the following ways:
From the IAM database.
Via personal contact with you.
To enable us to contact you in relation to an enquiry you have made, relevant products or services, Group meeting and events you may be interested in.

We will not keep any record of bank or credit card details you provide in order to pay for group membership or products or services beyond that required for an individual transaction.

We may ask for additional information from you in order to deliver the specific product or service purchased.

As required by the General Data Protection Regulation, we follow strict security procedures in the storage and disclosure of information you have provided to us. You have the right to object to this processing. Please bear in mind that if you object this may affect our ability to deliver the products and services you have requested.

## **Disclosure of information to third parties**

Rotherham Advanced Motorcyclists will not share your details with third parties except:
We have your permission;
Where we are required to deliver your product or service;
Where we are required by law and by law enforcement agencies, judicial bodies, government entities, tax authorities or regulatory bodies around the world;

Third parties may deliver some of our products to you or provide all or part of the service requested by you. In these instances, whilst the information you provide will be disclosed to them, it will be kept secure, it will only be used for the administration of the service provided and to maintain management information for business analysis. In order to deliver these products and services, Rotherham Advanced Motorcyclists may utilise the following third parties:

|  |  |
| --- | --- |
| **3rd Party Services** | **Information shared and reason to doing so** |
| IAM RoadSmart | Rotherham Advanced Motorcyclists may pass on your details to IAM RoadSmart for the administration of the service. |

We may also disclose your personal information if we are required to do so under any legal obligation and may use external data for the purposes of fraud prevention and credit risk reduction, or where doing so would not infringe your rights, but is necessary and in the public interest.

If we provide information to a third party (either a provider of a product or service, or an external data processing agency such as a mailing house) we will exercise the strictest control over the third party. In addition, we will restrict the information disclosed to the absolute minimum necessary, for example, to provide the product or service.

## **Marketing**

We do not send out marketing communications.

## **How we use cookies**

Rotherham Advanced Motorcyclists uses the IAM website service. You may refuse to accept cookies by activating the setting on your browser which allows you to block cookies. However, if you select this setting you may be unable to access certain parts of our site, including services and on-line shopping. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site. Details of how to disable the Cookie function can be found at the help menu on your browser.

## **How we use Google Analytics**

We do not use Google Analytics.

## **How long do we keep your information?**

We will hold your personal information for as long as it is necessary for the relevant activity. By way of example, we hold records of payment you make for at least six years so we can fulfil our statutory obligations for tax purposes.

We may retain information after your association with us has come to an end. Some information may be retained indefinitely for historical, statistical or research purposes. As stated below, you have the right to require us to erase personal data.

## **Your rights**

You have a number of legal rights to control what IAM RoadSmart can do with your information. For example:

the right to be informed about the collection and use of your personal data
the right to access the information we hold about you
the right to correct or update information we hold about you
the right to have the information we hold about you erased
the right to restrict or suppress your personal information
the right to obtain and reuse your personal data for your own purpose
the right to object to the processing of their personal data in certain circumstances

Please note that:

In some cases, exercising these rights may mean that we are no longer able to provide you with our products and services.
We will not administer requests by a third party unless accompanied by evidence that the third party is entitled to act on behalf of the individual concerned.
Please also note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

## **Changes to this Privacy Notice**

This Notice may be changed from time to time. If we make any significant changes we will advertise this on our website or contact you directly with the information.

Do please check this Policy each time you consider giving your personal information to us.

## **Contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:
In writing to:
The Group Secretary
Rotherham Advanced Motorcyclists
38 Parklands Close
Rossington
Doncaster
DN11 0BH
Via email to: rotherhamadvancedmotorcyclists@gmail.com
Via telephone to: 07931522795

This Policy was last updated on 16 March 2023