

# **Oxfordshire Advanced Drivers Group (OAD)**

## **Privacy Notice**

*Last updated: 23rd February 2020.*

### **Who we are**

The OAD 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 skills through coaching and education.

OAD is run by volunteers, and represents a unique resource with unparalleled experience and expertise. We also provide a social focus meeting and enjoying the company of fellow driving enthusiasts.

OAD acts as the data controller/data processor when collecting and processing your data.

This Privacy Notice covers OAD 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**

OAD 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 of the contract we have with you and your membership of IAM RoadSmart.

### **How we use your information**

We use your information to:

Arrange and manage your Advanced Driving Course (our obligation arising from your purchase via IAM RoadSmart)

Manage your membership of the Group. Keep you updated via MailChimp and take membership payments by Direct Debit and WebCollect.

Track your drives and progress towards your qualification.

Pictures, videos and written updates of OAD 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**

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

### **The personal data that we collect from you**

Name  
Address  
Telephone number  
Email Address  
Next of Kin  
Type of membership  
Gift Aid status  
Sex  
Marital status

### **Special category data**

Health issues which may raise concerns for car control and safety

We collect information in the following ways:

Some is supplied by IAM RoadSmart  
Some comes from your contract with OAD

### **How we use your information**

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.

You will need to provide your bank details to pay for Group Membership and we will keep such details on WebCollect. 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**

OAD will not share your details with third parties except:

Where 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 and will only be used for the administration of the service provided and to maintain management information for business analysis and in order to deliver these products and services.

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 contractually, requiring it and any of its agents and/or suppliers to:

- maintain the security and confidentiality of the information and restrict access to those of its own employees;

- use the data for the agreed purpose only and prevent it being used for any other purpose by any other party;

- refrain from communicating with you other than concerning the product in question;

- return the data to us at the conclusion of any contract term and destroy or delete any copies made of all or any part of the information unless copies are needed to be kept to comply with regulations.

In addition, we will restrict the information disclosed to the absolute minimum necessary, for example, to provide the product or service.

## **How we use cookies**

If you use the IAM RoadSmart website please refer to the IAM Privacy Notice.

“Cookies” are small pieces of information sent by a web server to a web browser, which enables the server to collect information from the browser.

When you visit a site that uses cookies for the first time, a cookie is downloaded onto your computer/mobile device so that the next time you visit that site, your device will remember useful information such as items added in the shopping cart, visited pages or logging in options.

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 long 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 OAD and 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**

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.

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:

Group Secretary  
24 Hogg End  
Chipping Warden, OX17 1LY  
[secretary@iamoxon.org](mailto:secretary@iamoxon.org)