

General Data Protection Regulations Policy for RoSPA Advanced Drivers and Riders Cornwall

On 25th May 2018 new data protection regulations came into force the GDPR from the European Union (EU GDPR Regulation) The GDPR includes the following rights for its data subjects:-

1. Right to be informed
2. Right of access
3. Right to rectification
4. Right to erasure
5. Right to restrict processing
6. Right to data portability
7. Right to object
8. Right not to be subject to automated decision making including profiling

The GDPR gives a set of lawful bases as the only allowable justifications for processing personal data.

Organisation and Aims

RoSPA Advanced Drivers and Riders Cornwall hereafter referred to as 'RoSPA ADAR Cornwall, has a 'Legitimate Interest' in collecting personal data to allow it to function as a registered charity under the umbrella of the Royal Society for the Prevention of Accidents (RoSPA) providing training in Advanced Driving and Riding and supporting the running of our local group in Cornwall who also organise social events and promotional events for its members and the public.

Our vision:- "Life free from serious accidental injury on the road"

Our mission:- "Exchanging life-enhancing skills and knowledge to reduce serious accidental injuries on the road".

What we do with your Personal Data

RoSPA ADAR Cornwall collects and uses Personal Data in the way described in the 'Privacy Notice' below. Those members who pass the RoSPA Advanced Driving Test or the RoSPA Advanced Riding Test will have provided some Personal Data to RoSPA Headquarters who may contact members direct from time to time. Only statistical information will be sent to RoSPA HQ by our group on request.

Data administration

The Membership Secretary / Data Controller processes and stores all the data supplied by members on a domestic computer with password protection and/or on printed lists which are subject to normal domestic security. Secure 'cloud storage' will be used to provide an additional back up of data to prevent loss. The Membership Secretary is responsible for updating this information at least annually or when we receive a data enquiry from the person who owns the data.

Access to Personal Data

Information is used by the committee and our tutors to fulfil the 'Aims' of our organisation as stated above, therefore officers on the committee will be provided with access via the on-line secure 'cloud' storage area following the protocol listed in Appendix 1. Ordinary Club members, friends and other organisations will not be allowed access to this data. Individual members will be given access to their own data on request to the Membership Secretary.



Communication to members – methods

Tutors will make contact with their trainees either by email or phone. Most communication to our membership will be done by email or by placing information on our website. When committee members send bulk emails to the membership these will be 'blind copied' so that members email addresses or any other personal information are not disclosed. Some documents, such as AGM documents and forms may be sent by traditional post.

Data retention

Forms and electronic data will be retained by the group for seven years after membership has ended. Committee members and tutors who leave the group will be asked to delete all personal data (both paper and electronic) relating to the group. Each year a new membership spreadsheet will be created and the old one archived and encrypted for its safe keeping and then destroyed after seven years. Any member who has not paid their current year subscription within six months of the due date will be deleted from the current file.

Policy Review

Our policy will be reviewed annually.

Appendix 1 -

Data Access Protocol

Category 1. – Access to all records current and historical
Membership Secretary, Chairman, Secretary, Treasurer,

Category 2

Training Officer – access to all Drivers' and Riders' contact details and Privacy Notices both current year and historical but no access to financial information

Riders' Coordinator – access to all Riders' contact details and Privacy Notices both current year and historical but no access to financial information

Drivers' Coordinator – access to Drivers' contact details and Privacy Notices both current year and historical but no access to financial information

Category 3

Tutors - access to the contact details and Privacy Notices of their students both current year and historical

Category 4

Other committee members – limited access on request to either Membership Secretary or Chairman



PRIVACY NOTICE

Personal information is obtained from the forms completed by members on joining and from the annual renewal forms. The forms are retained and data stored electronically for seven years after membership has ended.

No personal information is shared with any other organisation, although statistical information may be sent to RoSPA HQ.

The information is used by the group committee and tutors for the following purposes. Please indicate by deleting as appropriate, if your information may be used in this way:

- | | |
|---|--------|
| 1. To inform you of news and events within the group: | YES/NO |
| 2. For statistical analysis: | YES/NO |
| 3. For the purpose of the tutoring programme: | YES/NO |
| 4. Your image/name to be included in the group newsletter: | YES/NO |
| 5. Your image/name to be included on the group's website: | YES/NO |
| 6. Your image/name to be included on the group's social media
i.e. Facebook / Twitter: | YES/NO |

Access to Your Information and Correction

You have the right to request a copy of the information we hold about you. If you would like a copy please write to the Membership Secretary **Dave Foster , Maraisburg, St.Ives Rd, Carbis Bay, St.Ives, TR262SX** or email membershipprospacornwall@gmail.com

If at a later date you wish your data to be corrected please contact the Membership Secretary at the above address.

I give my consent to RoSPA Advanced Drivers and Riders Cornwall for my personal information to be retained and used as in this Privacy Notice

Name

Signature

Date

