



## WILTSHIRE AND BATH ADVANCED MOTORCYCLIST PERSONAL INFORMATION POLICY

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1. As a member of IAM RoadSmart and WaBAM it is necessary that certain personal information on you, as covered by the Data Protection Act 2018, is held by these organisations in order to provide you with membership services.
2. A fundamental principle is that WaBAM is a group which, except as described in paragraph 3 below, is governed entirely by and for its members. We do not provide any paid-for services nor do we handle any information categorised as sensitive personal information, therefore we will take a light-touch approach to data privacy regulation whilst applying high-quality data protection measures. Any member of WaBAM retains the right to bring a case to the Information Commissioners Office and in addition can use the redress mechanisms open to members including contacting the Chairman or any other committee member or raising an issue at the AGM.
3. If any member or former member wishes to have all information held by WaBAM removed then they should contact the group's Secretary via this email address [secretary@wabam.org.uk](mailto:secretary@wabam.org.uk)
4. WaBAM is a group within IAM RoadSmart and has been established to further the aim of improving road safety. In some regards WaBAM is subordinate and subject to the regulations of IAM RoadSmart. WaBAM members must also be members of IAM RoadSmart. As a member of IAM RoadSmart your information will be subject to the data protection policy of that organisation; the full policy can be accessed here <https://www.iamRoadSmart.com/privacy-notice>
5. WaBAM will hold your personal information in order to:
  - a. provide you with membership of the group;
  - b. support your training as an associate, fellow, observer, national observer, or master;
  - c. inform you of events that are open to you as a member.
6. WaBAM will not pass your information to any other body or organisation except as required by IAM RoadSmart and is covered by the data policy at V1.2 June 2018 <http://www.iamRoadSmart.com/privacy-notice>.
7. The information held is as follows:
  - a. An extract of the IAM RoadSmart DARTS database containing name, address, email address, telephone number, date joined, date passed the advanced assessment, subscription payment status, status (associate, observer etc). For Associates, the date of birth may also

be held in order to identify those eligible for Under-30s discount or other similar schemes which may be introduced.

- b. The information is held in a secure file in Google Docs with access limited to the following post holders: WaBAM Chairman, Membership Secretary, Associates Co-ordinator and IT Co-ordinator.
- c. In order to facilitate contact some personal information (e.g. name, email address, telephone number) will be passed to observers. In many cases enduring friendships will be formed through the Observer/Associate relationship and so contact details may be retained by either party. In all other cases Observers are instructed to delete any personal information of previous Associates.
- d. All assessments are now held in the Associate Handbook. Observers are instructed to delete all copies of notes that they may hold once the training is complete.
- e. For the purpose of providing a Members Forum and for distributing a Newsletter the following are held: name and email address. Both of these channels have “unsubscribe” links; activating this completely removes all data relating to the member.
- f. The Forum is hosted in a private area of Host Presto.com online hosting facility and is managed solely by the WaBAM IT Co-ordinator who sets and manages data privacy controls. The Newsletter is distributed through the YMLP (Your Mail List Provider) platform with access solely by WaBAM Chairman and Newsletter Editor. In both cases these are paid-for services and we do not rely on free versions that might share personal details with third parties. YMLP privacy statement is here [http://www.ymlp.com/privacy\\_policy.html](http://www.ymlp.com/privacy_policy.html)
- g. Although WaBAM has a Facebook group all information entered by members is at their own risk and is covered by the Facebook privacy policy at <http://www.facebook.com/policy.php>