Group Privacy Notice

Plymouth & District Advanced Motorists Privacy Notice

Who we are:

Plymouth & District Advanced Motorists is an independent road safety group, 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.

Plymouth & District Advanced Motorists is run by volunteers, representing a unique resource with unparalleled experience and expertise. We also provide social focus meetings and enjoy the company of fellow driving and motorcycling enthusiasts.

Plymouth & District Advanced Motorists acts as the data controller/data processor when collecting and processing your data.

This Privacy Notice covers Plymouth & District Advanced Motorists 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:

Plymouth & District Advanced Motorists 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 it is necessary for the performance of a contract, for example, if you purchase a driving course or for the mailing of our Newsletter.

How do we use your information?

We use your information to:
• Arrange and manage your Advanced Driver Course (our obligation arising from your purchase via IAM RoadSmart)
• Manage your membership of the Group,
• Send you regular copies of our Group Newsletter.

Plymouth & District Advanced Motorists may publish in their Group Newsletter your photograph, with your permission

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.

The personal data that we collect from you, as a Group Member, is: -

Name
Address
Year of Birth
Telephone number(s)
Email address (if supplied)
Bank details if paying by Standing Order (paper record only)

Special category data

We do not collect any Special Category data.

We collect information in the following ways:

• Initial data collection is from your IAM RoadSmart membership
• Annual Group Membership Renewal form
• Any information supplied to the Membership Secretary

This will enable us to contact you in relation to an enquiry you have made, regarding relevant products or services, membership, Group meetings and events you may be interested in.

If you provide us with bank details in order to pay your Membership, by Standing Order, we will keep such details in paper form only, securely held by the Group Treasurer.

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 consider that if you object, this may affect our ability to deliver the products and services you have requested.

Disclosure of information to third parties:

Plymouth & District Advanced Motorists will not share your details with third parties except:
a. where we have your permission;
b. where we are required to deliver your product or service;
c. 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 IAM RoadSmart 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 securely; 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, IAM RoadSmart may utilise the following third parties:

3rd Party Services - Information shared and reason to doing so:
Plymouth & District Advanced Motorists may pass on your details to IAM RoadSmart for the administration of the service requested.

Plymouth & District Advanced Motorists do not use any other 3rd party Services, apart from the printing of the Group Newsletter. This is being printed by Parish Magazine Printers in Devon. Distribution is carried out 'in-house' and sent, by post to Members, by the Newsletter Editor.

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.

Marketing:

Plymouth & District Advanced Motorists does not send any Marketing communications and does not hold an opt-out/in database.

How we use cookies:

"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.

Cookie Name	Functionality
_gaq	Cookies associated with Google Analytics, which allow visibility of those browsing the site.

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 the IAM RoadSmart 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 (GA):

GA is used to simply monitor which of our web pages is visited each week/month. This data is used to gauge the value of the information we supply to our Members.
GA also monitors the outgoing links to other web sites such as IAM RoadSmart.
GA also monitors where our visitors come from each month, the data is filtered to remove spurious visits.
GA does not collect any personal data.

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 and Plymouth & District Advanced Motorists 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.
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, in our Group Newsletter 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:

• Via email to: chairman@plymouthadvancedmotorists.org.uk
• Via telephone to: (01579) 389529

This Policy was last updated on 14/7/2022.