



WILTSHIRE AND BATH ADVANCED MOTORCYCLIST PERSONAL INFORMATION POLICY

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 be held by those organisations in order to provide you with membership services.
2. A fundamental principle is that WaBAM is a group of members which except as described in paragraph 3 below is governed entirely by and for its members. As we don't provide any paid-for services and as we don't handle any information categorised as sensitive personal information 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 secretary@wabam.org.uk or itcoordinator@wabam.org.uk
4. WaBAM is a group within IAM Roadsmart set up 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 described at <http://www.iamroadsmart.com/privacy-notice> .
5. WaBAM will hold your personal information in order to:
 - a. provide you with membership of the group;
 - b. to support your training as an associate, fellow, observer, national observer, or master;
 - c. and to 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 hence covered by the data policy at

<http://www.iamroadsmart.com/privacy-notice>.

7. The information held is as follows:

- a. An extract of the IAM Roadsmart DTE database containing name, address, email address, telephone number, date joined, date passed the advanced assessment, subscription payment status, status (associate, observer etc). In the case of associates 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: WaBAM Chairman, Membership Secretary, Associates Co-ordinator, and IT Co-ordinator.
- c. In order to provide training, some of the personal information described above 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 training assessments are now held in the Associate Handbook. Observers are instructed to delete as far as possible and as is reasonable any 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 the NativeSpace 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
- g. Though WaBAM has a Facebook group all information entered by members is at their own risk and is covered by Facebook privacy policy at <http://www.facebook.com/policy.php> .