

Privacy Policy

for the Gloucestershire Group of the ROSPA Advanced Divers and Riders.

The Gloucestershire Group of the RoSPA Advanced Drivers and Riders (hereafter referred to as the Group, us or we) treats the privacy of its members very seriously and we take appropriate security measures to safeguard your privacy. This Policy explains how we protect and manage any personal data* you share with us and that we hold about you, including how we collect, process, protect and share that data.

**Personal data means any information that may be used to identify an individual, including, but not limited to, a first and last name, a home or other physical address and an email address or other contact information, whether at work or at home.*

Lawful Basis for processing data

The basis we use for processing your data is Legitimate Interest. The way we collect and use your data is outlined in the following sections.

How we obtain your personal data

Information provided by you

You provide us with personal data on your membership form, via an online application or by post. This includes name, address, telephone number(s), email address, licence type and car/motorcycle details.

We may also keep information contained in any communication you may have with us (e.g. by post or by email) or from other sources when relevant (e.g. tutor allocation, training dates, RoSPA membership number, test date and grade).

How we use your personal data.

We will hold and use your personal data to manage and administer the Group, Group events, your membership renewals and to provide you with information about the group, for example, by email or newsletter and to contact you about upcoming talks and events.

We undertake at all times to protect your personal data in a manner which is consistent with the requirements of the General Data Protection Regulation (GDPR) concerning data protection. We will also take reasonable security measures to protect your personal data in storage.

Sharing information

We will keep information about you confidential and we will not share your personal data with third parties except after requesting and obtaining your express consent with the exception of legal or crime prevention agencies

How long do we keep this information about you?

We keep information for as long as you remain a member of the Group and for up to 5 years after Group membership is terminated.

Data subject rights

Subject access requests

The General Data Protection Regulation (GDPR) grants you (hereinafter referred to as the “data subject”) the right to access particular personal data that we hold about you. This is referred to as a subject access request. We shall respond promptly, and certainly within one month from the point of receiving the request and all necessary information from you.

Right to rectification

You, the data subject, shall have the right to obtain from us, without undue delay, the rectification of inaccurate personal data we hold concerning you. Taking into account the purposes of the processing, you, the data subject, shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

Right to erasure

You, the data subject, shall have the right to obtain from us the erasure of personal data concerning you without undue delay.

Right to restriction of processing

Subject to exemptions, you, the data subject, shall have the right to obtain from us restriction of processing where one of the following applies:

- a) the accuracy of the personal data is contested by you, the data subject, and is restricted until the accuracy of the data has been verified;
- b) the processing is unlawful and you, the data subject, oppose the erasure of the personal data and instead request the restriction in its use;
- c) we no longer need the personal data for the purposes of processing, but it is required by you, the data subject, for the establishment, exercise or defence of legal claims;
- d) you, the data subject, have objected to processing of your personal data pending the verification of whether there are legitimate grounds for us to override these objections.

Notification obligation regarding rectification or erasure of personal data or restriction of processing

We shall communicate any rectification or erasure of personal data or restriction of processing as described above to each recipient to whom the personal data has been disclosed, unless this proves impossible or involves disproportionate effort. We shall provide you, the data subject, with information about those recipients if you request it.

Right to data portability

You, the data subject, shall have the right to receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit this data to another controller, without hindrance from us.

Right to object

You, the data subject, shall have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you, including any personal profiling; unless this relates to processing that is necessary for the performance of a task carried out in the public interest or an exercise of official authority vested in us. We shall no longer process the personal data unless we can demonstrate compelling legitimate grounds for the processing, which override the interests, rights and freedoms of you, the data subject, or for the establishment, exercise or defence of legal claims.

Right to not be subject to decisions based solely on automated processing

We do not carry out any automated processing, which may lead to an automated decision based on your personal data.

Invoking your rights

if you would like to invoke any of the above data subject rights with us, please email membership@glos-roadar.org.uk

Accuracy of information

In order to provide a quality service, we need to keep accurate personal data about you. We take reasonable steps to ensure the accuracy of any personal data or sensitive information we obtain. We ensure that the source of any personal data or sensitive information is clear and we carefully consider any challenges to the accuracy of the information. We also consider when it is necessary to update the information, such as name or address changes and you can help us by informing us of these changes when they occur.

Important information

Questions and queries

if you have any questions or queries which are not answered by this Privacy Policy, or have any potential concerns about how we may use the personal data we hold, please email membership@glos-roadar.org.uk

Policy changes

This Privacy Policy is regularly reviewed. This is to make sure that we continue to meet the required standards and to protect your privacy. We reserve the right, at all times, to update, modify or amend this Policy, however, we will not significantly change how we use information you have already given to us without your prior agreement. The latest version of this policy can be found at www.glos-roadar.org.uk

If you have a complaint

if you have a complaint regarding the use of your personal data or sensitive information then please contact us by email at chair@glos-roadar.org.uk and we will do our best to help you. if your complaint is not resolved to your satisfaction and you wish to make a formal complaint to the Information Commissioners Office (ICO), you can contact them on 01625 545745 or 0303 123 1113. You also have the right to judicial remedy against a legally binding decision of the ICO where you consider that your rights under this regulation have been infringed as a result of the processing of your personal data. You have the right to appoint a third party to lodge the complaint on your behalf and exercise your right to seek compensation.