

# Cardiff Group of Advanced Motorists

## Privacy Notice

### 1. Who are we?

- Cardiff Group of Advanced Motorists is an independent registered UK road safety charity, affiliated to IAM RoadSmart, as part of their support for Associate Members preparing for the advanced driving test. We help to improve driver skills through coaching and education.
- Established in 1963, we are a group of unpaid volunteers who are dedicated to improving Road Safety for all road users throughout our catchment area.
- Our group comprises of a Committee, qualified National and Local Observers. Our Observers are signed to associate members to undertake their Advanced driving course using their own cars to assist them with their training by giving them practical, friendly, supportive advice upon which they can progress to whichever level they wish.
- Cardiff Group of Advanced Motorists acts as the data controller/data processor when collecting and processing your data.
- This Privacy Notice covers Cardiff Group of 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 Cardiff Group of 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.
- The legal basis for controlling and processing personal information (data) is under a contract. The legal basis for controlling and processing personal information (data) is under a contract. A contract exists between you and Cardiff Group of Advanced Motorists because you pay a membership fee to be part of the Cardiff Group of Advanced Motorists Group even though there may not be a written agreement in place (***a separate contract exists between you and IAM Roadsmart***). As part of this contract it is understood that we will provide you with information about the group, events, social meetings, committee meetings, AGMs and periodic.

## **2. How do we keep your information safe?**

- Cardiff Group of Advanced Motorists is committed to keeping your personal data safe and secure and handling it in accordance with our legal obligations.
- This privacy policy sets out in detail the purpose for which we process your personal data, who we share it with, what your rights are in relation to your data and everything else we think is important for you to know.
- Cardiff Group of Advanced Motorists holds your personal details electronically which is encrypted by using a strong password to which only our Membership Co-ordinator has access.
- All printed forms which are held by our Observers, are held securely during their use.

## **3. What data do we collect and how do we obtain it?**

- We collect some data from you when you attend an event, so we can keep in touch with you about the courses that we can offer you.
- We collect information from you by means of an enrolment form when you asked to join the Cardiff Group of Advanced Motorists group as a full member.
- When you enrol on an Advanced Driving Course with IAM RoadSmart, and you live in our catchment area, IAM RoadSmart will send your data to us, to enable us to enrol you with the group.

Below is a list of personal data which Cardiff Group of Advanced Motorists holds: -

- Your title
- Your full name
- Your full address
- Your postcode
- Your telephone/mobile number
- Your email address
- Cheque number for any payments made by cheque (*in case it gets lost and tracking with the bank*)

#### **4. How do we use your information?**

We use your information to:-

- Manage your membership
- Arrange and manage Associate members Advanced Driving Course (our obligation arising from your purchase via IAM RoadSmart)
- Inform you with regards to group meetings and events
- Send you a copy of our group newsletter.

#### **5. Disclosure of information to third parties?**

Cardiff Group of Advanced Motorists will not share your personal information to a third party except:

- When we have your written permission (by email or letter)
- Where we are required by law and by enforcement agencies.

#### **6. Marketing?**

We use your information only to send out Newsletters and emails to those who wish to use our service to obtain information with regards to group meetings, events and IAM RoadSmart products which members may be interested in.

You have the right to stop any marketing information being set to you at any time, you just need to click onto the hyper link and complete the notice of withdrawal form (*this will be a hyperlink on the website*) and email it to our Membership Co-ordinator using [membership@cardiffiam.co.uk](mailto:membership@cardiffiam.co.uk)

Under the contract that you have with us, you are not able to withdraw your consent for use of your personal information for ongoing membership subscriptions notification and collection, unless you wish to no longer be a member of the group.

## 7. How we use cookies?

Cookies are a small data files that are placed on your computer or mobile device when you visit our website. Cookies are widely used by website owners in order to make their websites work, or to work more efficiently, as well as to provide reporting information.

When someone vists our website for the first time a cookie banner will appear on the bottom of the page and the following message will be displayed

*"We use cookies to improve user experience, and analyze website traffic. For these reasons, we may share your site usage data with our analytics partners. By clicking "Accept Cookies," you consent to store on your device all the technologies described in our **Cookie Policy**. You can change your cookie settings at any time by clicking "Cookie Preferences." Please read our Terms and Conditions and Privacy Policy for full details."*

The banner will ask them to click onto one of the following buttons "accept cookies" or "cookies preferences"

- ❖ By clicking "accept cookies", they consent to cookies being used.
- ❖ If they click onto "cookies preferences", they can the choose which cookies they consent to be used. This can be changed at any time by the user.

For more information how we use cookies on our website, please click onto the following link <http://www.cardiffiam.co.uk/Cookie-Policy.html>

We do not collect/store any personal information from our group website.

## 8. Who do we share your information with?

Your information is shared for the following reasons:-

- Between Cardiff Group of Advanced Motorists and IAM RoadSmart solely to administer your membership.
- Only information belonging to new associates or current associates will be sent to our Chief Observer, who will then pass your information onto one of our Observers to arrange your training.

## **9. How long do we keep your information?**

- We hold your personal information as long as you remain a member of the Cardiff Group of Advanced Motorists by renewing your yearly membership fee.
- Any information belonging to group members (Full or Associates) who do not renew their membership fee after a final notice is sent to them will be removed from our membership database after 4 (four) weeks from the date on the letter. This does not affect your membership with IAM RoadSmart.
- Our Observers will only keep information belonging to Associates until either:-
  - ❖ You have passed your Advanced Driving Test
  - ❖ You have informed your Observer or the Cardiff Group of Advanced Motorists that you do not wish to continue with your observe runs
  - ❖ Your membership with Cardiff Group of Advanced Motorists has expired or has been cancelled by you.

## **10. Who is responsible for your data?**

It is important that you understand who is responsible for keeping your data safe. The Cardiff Group of Advanced Motorists has been nominated as a “Controller” of all personal details collected and used for the purpose of providing advice on better, safer driving and for ensuring that your data is handled responsibly, legally and safely.

The Cardiff Group of Advanced Motorists has appointed a GDPR Data Manager, who has the ultimate responsibility within the group for making sure that your data is treated in accordance with this Privacy Notice and the General Data Protection Regulation (GDPR).

## **11. Other Rights?**

You also have the right at any time to:-

- ❖ Ask us for a copy of all information which we hold about you
- ❖ Require us to correct any inaccuracies in your information
- ❖ Make a request to us to delete what personal information of yours we hold if it is not relevant to the contract.

**12. 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 or we will contact you directly with the information.

**13. Who do I contact in the The Cardiff Group of Advanced Motorists if I have any questions about this privacy notice?**

If you have any questions or concerns with regards to this privacy notice, you can contact our GDPR Data Manager by Emailing: [GDPRdatamanager@cardiffiam.co.uk](mailto:GDPRdatamanager@cardiffiam.co.uk)

**14. Contact Information Commissioner's Office**

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details:-

Information Commissioner's Office  
2nd Floor, Churchill House  
Churchill Way  
Cardiff  
CF10 2HH  
Telephone: 029 2067 8400  
Email: wales@ico.org.uk

GDPR Data Manager  
Cardiff Group of Advanced Motorists  
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