

# BOURNEMOUTH AND WESSEX ADVANCED MOTORCYCLISTS PRIVACY POLICY

## *Revision History*

<i>Version</i>	<i>Revision Date</i>	<i>Revised by</i>	<i>Section Revised</i>
Version 2	29/9/20	Nigel Williams	Pages 1 and 3
Version 2.1	01/10/22	Nigel Williams	Header and pages 1 & 2
Version 2.2	20/03/23	Ed Dearlove	Where your data is stored

## *Document Control*

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## **Bournemouth and Wessex Advanced Motorcyclists Privacy Policy**

### **Who We Are**

**Bournemouth and Wessex Advanced Motorcyclists (BWAM)** ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

BWAM's registered office is at 11 Marsden Street, Poundbury, Dorchester DT1 3DH and we are a charity registered in England and Wales under charity number 1077931. We act as the data controller/data processor when processing your data. Our designated Data Protection contacts are Chairman, vice chairman and secretary who can be contacted at **[committee@bwam.org.uk](mailto:committee@bwam.org.uk)**.

### **Information That We Collect**

BWAM processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

#### ***The personal data that we collect from is: -***

- Name
- Date of Birth
- Home Address
- Personal Email
- Home Telephone Number
- Mobile Telephone Number
- Special Category Data when appropriate (*i.e. health/medical information*)

#### ***We collect information in the below ways: -***

**IAM RoadSmart registration**  
**BWAM registration**  
**Online Forms**  
**In House Forms**  
**In House Digital**

### **How We Use Your Personal Data (Legal Basis for Processing)**

BWAM takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

- *We collect your personal data in the performance of a contract or to provide a service.*
- *We collect and store your personal data as part of our legal obligation for business accounting and tax purposes*
- *We will occasionally send you marketing information where we have assessed that it is beneficial to you as a member and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests*

### **Where we store your data**

We store your data in our own database, hosted securely. In addition we use third parties for the purposes of sending electronic communications. These third parties include:

- MailChimp – Sending emails
- SendGrid – Sending emails
- GoCardless – Direct Debit payments
- SquareUp.com – Card and contactless payments

### **Your Rights**

You have the right to access any personal information that BWAM possesses about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

### **Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. BWAM does not use a third-party to provide services and business functions; however, IAM RoadSmart may act on our behalf and only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

### **Safeguarding Measures**

BWAM takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction.

### **Transfers Outside the EU**

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. BWAM does not transfer or store any personal data outside the EU.

### **Consequences of Not Providing Your Data**

You are not obligated to provide your personal information to BWAM however, as this information is required for us to provide you with our services/legitimate interests, we will not be able to offer some/all of our services without it.

### **How Long We Keep Your Data**

BWAM only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 10 years after which time it will be destroyed.

### **Special Categories Data**

Owing to the service and sessions that we offer, BWAM sometimes needs to process sensitive personal information (*known as special category data*) about you. We use your medical information

to ensure our services are suitable for you. Where we collect such information, we will only request and process the minimum necessary for the specified purpose and identify a compliant legal basis for doing so.

Where we rely on your consent for processing special category data, we will obtain your explicit consent through a signature/explicit mechanism. You can modify or withdraw consent at any time, which we will act on immediately, unless there is a legitimate or legal reason for not doing so.

If you consent to us collecting and using your health/medical information for the purposes stated above, please sign below and print your name: -

**Signature** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## **Marketing**

### **CONSENT**

Occasionally, BWAM would like to contact you with services and promotions that we provide. If you have consented to us using your contact details for this purpose, you have the right to modify or withdraw your consent at any time by using the opt-out/unsubscribe options or by contacting BWAM directly.

### **LEGITIMATE INTERESTS**

BWAM will occasionally send you information on specific promotions and services by email that has been identified as being beneficial to members. Such information will be relevant to you as a member and is non-intrusive and you will always have the option to opt-out/unsubscribe at any time.

### **Lodging A Complaint**

BWAM only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

**Bournemouth and Wessex Advanced Motorcyclists**  
**11 Marsden Street**  
**Poundbury**  
**Dorchester**  
**DT1 3DH**

**Information Commissioners Office (ICO)**

Wycliffe House  
Water Ln  
Wilmslow  
SK9 5AF  
0303 123 1113

## **Consent**

BWAM takes your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice.

## **Cookie Notice**

A **'cookie'** is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing. 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.

Cookies are widely used in order to make websites work, or to work more efficiently, and our site relies on cookies to optimise user experience and for features and services to function properly.

Most web browsers allow some control to restrict or block cookies through the browser settings, however if you disable cookies you may find this affects your ability to use certain parts of our website or services. For more information about cookies visit <https://www.aboutcookies.org>.