



We are committed to protecting the privacy of our members and this policy sets out how we comply with the principles of the General Data Protection Regulation (GDPR)

Type of information we retain

We record in our membership database the contact information that IAM RoadSmart send to us when associates are allocated to our Group. We supplement this information with CAM membership status

How we use members' information

As a member of CAM we will contact members with general notifications regarding information on training, committee, and social events relating to the group and road safety. We will not use personal data for any other purpose than would be reasonably expected. For example:

- CAM Treasurer may hold Group member personal bank details
- Chief Observer may hold Observers and Associates personal details and records
- CAM Committee & officers may hold details of those willing to assist at events
- Observers may hold details of Associates while under instruction

Members have the right to withdraw from receiving general notifications at any time by emailing the Secretary at camsecretary@cambisiam.org.uk. If so, we will only make contact regarding CAM membership renewal

Pictures, videos and written updates of CAM events such as training, committee and social events at which members may be in attendance or referred to, may also be published on our closed Facebook group, newsletters, and CAM website

Data Security

CAM will ensure that personal data is stored securely using modern software that is kept-up-to-date. The CAM membership database is password protected and held on CAM encrypted devices

- Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- When personal data is deleted this will be done safely such that the data is irrecoverable
- Appropriate back-up and disaster recovery solutions will be in place

How long we keep personal data

We will hold personal information for the period of CAM membership. We may also retain information after the membership period with us has come to an end, for example, we hold records of payments made for at least six years so we can fulfil our statutory obligations for tax purposes

Some information may be retained indefinitely for historical, statistical or research purposes

Disclosure of data to third parties

We will not share member details with third parties except:

- Where we are required to deliver a product or service; or
- Where we are required by law and by law enforcement agencies, judicial bodies, government entities, tax authorities or regulatory bodies; or
- Where we have members specific and individual permission



CAM Group “Data Manager”

CAM will have an assigned Data Manager, their key duties being:

- a) to provide guidance to CAM in line with GDPR & IAM guidelines
- b) to ensure records of all data used by CAM are:
 - Accurate & securely held
 - Used only in accordance with GDPR guidelines
 - Ensure the correct GDPR notices are issued to members
 - To review relevance of historical data
 - Report any breaches in Data Protection to the CAM committee and the relative official bodies

IAM RoadSmart

IAM RoadSmart will provide a Contract to all members which will be sent to all existing members (at least once) and new members upon joining

For further details refer to the [IAM's Privacy Notice](#)

Members Rights

All members of CAM have a number of legal rights to control what CAM can do with their personal information. For example:

- The right to be informed about the collection and use of personal data
- The right to access the information we hold
- The right to correct or update information we hold
- The right to have the information we hold erased (except that mentioned above)
- The right to restrict or suppress personal information
- The right to obtain and reuse personal data for their own purpose
- The right to object to the processing of personal data in certain circumstances

Any member can exercise these rights by emailing the Secretary at:

CAMsecretary@cambisiam.org.uk

Please note: Exercising these rights may mean that we are no longer able to provide members with access to our services

Signed on behalf of the CAM Committee and its Officers:

A handwritten signature in black ink, appearing to read 'M. Pawson', is written over a light blue horizontal line.

Name: M. Pawson

Position: CAM Club Chairman

Date: 28 January 2019