

WHO WE ARE

We are the Northallerton Branch of the Institute of Advanced Motorists. We receive our income from membership subscriptions and occasionally grants and donations.

We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

This privacy policy sets out the ways in which we use your data and how you can hold us accountable for that.

WHAT INFORMATION DO WE COLLECT?

You give us your information and payment when you become a member by phone, post or online via email.

The information we hold about you will include:

- **Your name**
- **Postal address**
- **Telephone number**
- **Email address**
- **Date of Birth**
- **Membership Status**

We keep a record of the emails we send you. We may then track any subsequent actions online, such as renewing your group membership.

HOW DO WE USE YOUR DATA?

If there is any important information to impart we will contact you, in addition to posting on the website.

We use your data to:

THIRD PARTIES

We will not share any of your personal details with any other third parties without your agreement, unless required to fulfil our contract with you or allowed by law.

GIVING YOU CONTROL

Unless you ask us not to, we will tell you about meetings and events, important news relevant to the group.

Occasionally, we may include information in these communications from partner organisations or organisations who support us. You can opt out from these communications at any time – just email the secretary requesting that the emails are not sent.

If you have opted out of these, we may still get in touch with you regarding your membership and group activities.

HOW WE KEEP YOUR DATA SAFE

Your personal data will be held and processed by both the membership secretary and treasurer. Where possible we aim to keep a single record for each customer.

Your data is always held securely. Access to customer information is strictly controlled. It is held in the UK and the processes are EU compliant.

We may need to disclose your details if required to the police, regulatory bodies or legal advisors.

SENSITIVE INFORMATION

We will NOT hold any sensitive or financial details.

Babs Hunt, Data officer, 1 Linden Gardens, Richmond. North Yorkshire DL10 7BD

OBSOLETE DATA

We will delete information when you are no longer a member of the group

Reviewed 1 July 2022

CHANGES TO THIS POLICY

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting, you directly.

YOUR RIGHTS

You have the following rights related to your personal data:

- The right to request a copy of personal information held about you
- The right to request that inaccuracies be corrected
- The right to request us to stop processing your personal data
- The right to lodge a complaint with the Information Commissioner's Office or Fundraising Regulator

CONTACT US

Please contact us if you have any questions about Your Data Promise, or wish to be removed from any communications or data processing activities:

- Email us on:
babshunt873@gmail.com
- Or write to us at: