

## GDPR Training – Observers

Northumbria Advanced Motorcyclists takes seriously the obligation to protect personal information entrusted to us.

Our Membership Contract establishes a legal basis for Northumbria Advanced Motorcyclists to handle personal information in accordance with data protection laws and our privacy policy.

As stated in our Privacy Policy, we will only collect and share data with others where necessary. This includes arranging delivery of IAM Roadsmart courses.

As an Observer, you may be entrusted with personal information about Associates:

- name
- address
- email address
- telephone number

This information is shared with you for the sole purposes of

- informing Associates about Northumbria Advanced Motorcyclists' training events
- arranging observed rides Associates
- providing feedback or answering questions related to observed rides and pre-test rides
- preparing an Associate to take their IAM Roadsmart Advanced test
- de-briefing an Associate following an IAM Roadsmart Advanced test

With your Associate's permission, you may retain photographic or scanned copies of their run sheets whilst you are working together to complete their IAM Roadsmart course.

### Data Retention

You must destroy all personal information which you shared or collected whilst delivering an Associate's IAM Roadsmart course when:

- the Associate completes their IAM Roadsmart course
- the Associate is permanently re-assigned to a different Observer
- you receive notice from the Training Team or Committee Member that the Associate has withdrawn their consent

Associates have a right to withdraw their consent for us to handle and process their personal information at any time.