

## **Who are we?**

RoADAR Northeast [the Club] is a group of volunteers who are interested in and committed to improving driving and riding standards in the North East of England.

## **Why do we have a Privacy Policy?**

We have a privacy policy to inform you of the way in which we use your personal information, and the privacy and security which apply to it. By "personal information" in this privacy policy, we mean information which identifies, or is capable of identifying, you as an individual. Accordingly, we may hold and use data identifying you as a Club member, or in another capacity, for example, when you visit our website.

***Please read this privacy policy carefully.*** If you are using our website or using any of our services, by continuing to do so, you indicate your agreement to our use of your personal information as set out in this privacy policy.

## **What does this privacy policy cover?**

This privacy policy only applies to how RoADAR Northeast deals with your personal information. It does not apply to any other company or to any other company's websites even if you access them through ours. If you disclose your personal information to other companies your information will be dealt with according to their privacy practices.

## **What personal information do we collect about you, and when do we collect it?**

We ask you for information to enable us to provide a service to you and we collect this information by telephone, written correspondence and/or via our website. We may ask you for information including your name, private address, contact telephone numbers and email address. We may also ask you for other information that relates, for example, to your driving and/or riding experience and qualifications.

## **Do we share your personal information with anyone else?**

We do not share your personal information with any other organisations.

However, we may provide information, in response to properly made requests, for the purposes of the prevention and detection of crime, and the apprehension or prosecution of offenders. We may also provide information for the purpose of safeguarding national security. In such cases we would do so in accordance with the Data Protection Act. We also provide information when required to do so by law, for example under a court order, or in response to properly made demands, under powers contained in legislation.

## **How long is personal information held for?**

The time period for which we keep information varies according to what the information is used for. In some cases, there are legal requirements to keep data for a minimum period. Unless there is a specific legal requirement for us to keep the information, we will retain it for no longer than is necessary for the purposes for which the data was collected.

## **How can I find out what personal information is held on me?**

You may request a full data subject access request in writing, enclosing a cheque for £10 made payable to RoADAR North East Group and send to The Membership Secretary at the address given on our website at <http://www.roadar-northeast.co.uk>.

You will also need to provide the following information so that we can process your request:

- Your full name, date of birth and postal address
- The year in which you were a member of the Club

We will respond to your request within the 40 day time limit allowed under the terms of The Data Protection Act.

## **How can I change the personal information RoADAR Northeast holds about me?**

If any information we hold about you is inaccurate, please let any member of the Club's committee know and we will make the necessary amendments and confirm that they have been made.

## **How do we protect your personal information?**

We take the protection and security of your personal information seriously. We take appropriate organisational and technical security measures to protect your data against unauthorised disclosure or processing.

## **How do you find out about changes to our privacy policy?**

We may change our privacy policy from time to time. New policies will be published on our web site

## **Does your privacy policy protect me when I use you website?**

We do not collect personal information from you or about you, when you visit our website. We do not use cookies, or other mechanisms to track your use of our website.

## **Are third party sites covered by this policy?**

Third party Internet sites that you can link to from our website are not covered by our privacy policy, so we urge you to be careful when you enter any personal information online. We accept no responsibility or liability for your use of third-party web sites.