



## **GAM PRIVACY STATEMENT**

### **Who we are**

The Guildford and District Group of Advanced Motorists (GAM) is a registered charity in England & Wales (no. 1051069), formed in 1975 and spending more than 40 years making our roads safer by improving driver skills through coaching and education.

GAM are committed to protecting your privacy. We comply with the principles of the General Data Protection Regulation (GDPR) 2018 through a specific GDPR Policy. We may change this Policy from time to time; if we make any significant changes, we will advertise this on our website or contact you directly with the information.

If you have any questions concerning your personal information, please contact us using the details provided at the bottom of this Policy.

### **Our basis for processing your personal information and what we use it for**

We will process your personal data because it is necessary for the performance of a contract, for example, if you purchase a driving course or for the mailing of membership magazines.

### **What type of information we collect and how we use your information**

We will use your personal information in a number of ways which reflect the legal basis applying to the processing of your data.

### **Disclosure of information to third parties**

Third parties may deliver some of our products to you or provide all or part of the service requested by you. In these instances, whilst the information you provide will be disclosed to them, it will be kept secure, it will only be used for the administration of the service requested and to maintain management information for business analysis.

### **How long do we keep your information?**

We will hold your personal information for as long as it is necessary for the relevant activity. By way of example, we hold records of payment you make for at least six years so we can fulfil our statutory obligations for tax purposes.

### **Contact us**

Please contact us if you have any questions about our privacy Policy or information we hold about you:

- In writing to: The GAM Group Data Manager via e-mail to [data.manager@guidford-iam.org.uk](mailto:data.manager@guidford-iam.org.uk)
- Via telephone to: The GAM Group Data Manager on 07706 930315.