



THE BRITISH DRIVING SOCIETY LTD

PRIVACY STATEMENT

THE BRITISH DRIVING SOCIETY LTD IS REGISTERED WITH THE INFORMATION COMMISSIONER'S OFFICE FOR DATA COLLECTION PURPOSES, ICO REGISTRATION NUMBER :- Z8010141

ALL DATA IS COLLECTED AND MANAGED IN ACCORDANCE WITH CURRENT DATA PROTECTION LEGISLATION.

This Privacy Statement applies to all personal data collected by The British Driving Society Ltd. By contacting us to make any application, whether for **Membership** of the Society, or for obtaining or updating a **Horse Passport**, or for registering for **training**, or applying for **Assessment** for BDS Qualifications, or for **entering** BDS events and activities, you consent to us collecting and using your information in accordance with the practices described in this Privacy Statement. We may update our Privacy Statement from time to time to take account of changing requirements in technology or legislation.

General Statement: data protection legislation requires us to advise individuals about the processing of personal information; why this information is being collected; how information will be used and the manner and circumstances in which it will be disclosed.

We respect your right to privacy, and are committed to protecting the privacy of the information obtained from you. Information is collected from you on each occasion that you contact us. Any personal information that you provide to us will be treated with the highest standards of security and confidentiality, and strictly in accordance with the Data Protection Act 1998. We are registered with the Information Commissioner's Office for Data Protection purposes. Our ICO registration number is : Z8010141

COLLECTION OF PERSONAL INFORMATION FOR MEMBERSHIP PURPOSES

When you apply to become a Member of the British Driving Society, we record relevant personal information for the purposes of administration of the Membership database, for issuing your Membership pack, card and badge and for sending you our annual Yearbook, and the BDS Newsletter, and other relevant information. The data we record is: your title (Mr, Mrs, Miss, etc) first and last names, postal address including postcode, telephone number, mobile number (if applicable), email address (if applicable), and any details you provide us with to enable us to collect your subscription.

How your data will be used : your personal information is stored on the BDS computer, and also in paper-based format, to enable the Society to contact you with information relevant to your Membership of the British Driving Society Ltd. Where you have informed us you wish to pay your subscriptions by annual direct debit, we record securely the details necessary to enable us to collect your direct debit payments. Where you elect to pay your subscription by card over the telephone, your card details are retained until we have successfully processed your payment and then securely destroyed.

With whom do we share your personal information ?

Your personal details are used by the BDS Office and authorised Officials for the purposes of managing and administering the BDS Membership database and for the BDS Office, Council and authorised Officials to contact you with relevant information.

We share details of your name, address, telephone number, email address and Membership Number with the following:



- your local BDS Area Commissioner to enable them to check whether you are a currently paid-up 'Live' Member, and therefore eligible to participate in BDS events and activities organised by them, and so they can contact you to advise you of BDS events taking place in your Area and to send you necessary information relating to your Membership to enable you to participate in BDS events and activities.
- Officially-appointed Organisers of BDS shows and events, for the purposes of checking your eligibility to participate as a currently paid-up 'Live' Member
- Our printing house for the purposes of sending you BDS publications, such as the Yearbook, Newsletter, etc
- Our Insurance Company for the purposes of confirming whether you are eligible to claim under the BDS Members Public Liability Policy
- The BDS independent Scrutineers (currently the BDS Accountants) for the purposes of administering the annual elections to BDS Council, in which only fully paid-up, adult Members who have been ratified by the date of the last Council Meeting prior to the close of the ballot, are eligible to vote.

We do not share any of your personal details with any other outside organisation, unless we either notify the Membership in general, by publishing our intent on the BDS website, and/or in the BDS Newsletter, and/or in the BDS Yearbook, or unless we contact you personally to obtain your permission to share your information with a third party.

We do not share any of your personal financial details with anyone other than the BDS Bank (currently Barclays Bank), for the purposes of receiving payments from you. The BDS is a private, not-for-profit Company limited by Guarantee and registered with and regulated by Companies House (registration number: 04612597).

Annual direct debit payments are collected once per year, on 31st December. Your subscription payment is for one year's Membership of the British Driving Society Ltd from the date payment is received by us until 31st December of the year in which payment is made.

COLLECTION OF PERSONAL INFORMATION FOR BDS EDUCATIONAL PURPOSES – TRAINING AND ASSESSMENT FOR BDS ACCREDITED QUALIFICATIONS

British Driving Society Awards Board is an Awarding Organisation regulated by Ofqual, the Government's Education Regulators in England, and with the Council for the Curriculum, Examinations and Assessment of Qualifications in Northern Ireland (CCEA) and with Qualifications Wales. Ofqual Recognition No :- RN5116.

The BDS Responsible Officer to Ofqual, CCEA and QW is: John Parker, LHHI. BDS Awards Board supplies Annual Statements of Compliance to Ofqual, CCEA and QW, which sets out our procedures for administering our accredited Qualifications, our Equality Statement, our fees, terms & conditions, our Data Protection Policy, our Appeals Procedures, and our quality controls.

When you apply for Registration for training or for Assessment for any BDS Qualification, we collect the following data: your full name, address and postcode, telephone number, mobile number where applicable, email address where applicable, your date of birth, your place of birth is collected for WATOs Applications only as this is a legal requirement for the WATOs Certificate. If you apply for Recognition of Prior Learning, RPL, we will also need to collect information relating to all previous qualifications you claim for, plus copies of any Certificates you claim to hold from other Awarding Organisations, which will be verified with the appropriate Awarding Organisation.



We collect payment of Registration and Assessment fees by any of the following methods: cheque sent by post with the application form; card payment over the telephone; postal order. We use this information for the purposes of processing your application for Assessment, and securely destroy your financial details when processing is completed.

- **With whom do we share your personal information ?** We share statistical, non-personalised, information with Ofqual for the purposes of quarterly data collection. We share your name address, post code and date of birth with the Learner Record Service (part of the Government's Skills Funding Agency) for the purposes of creating Unique Learner Numbers (ULN) and recording your qualification achievements. This is via a secure Government Portal. Only a limited number of trained BDS personnel are permitted to access the ULN Portal and to create and administer Learner Accounts, and access is via secure user-names and passwords which are updated monthly.
- BDS Training Providers, Training Centres, Assessors and Assessment Centres are advised of the names and contact details of all learners registered with the BDS and of all Candidates for Assessment, for the purposes of checking your identity for Assessment purposes
- Assessors will also require you to provide proof of identity on your Assessment Day, and this will include your driving licence and evidence that you are insured to drive the horsebox or trailer you are using to take the test, if you have applied to take the Horsebox Driver's Unit of the WATOs Certificate.
- Other BDS Qualification Assessments may require you to provide similar additional proof of competence to operate; you will be advised of any such requirements when you apply to take the test.
- **We do not share any financial details with anyone other than our bank (Barclays Bank) for the purposes of receiving your Registration and Assessment fee payments**

COLLECTION OF PERSONAL INFORMATION FOR HORSE PASSPORTS

When you submit an application for a Horse Passport, or application to change any detail on an existing Horse Passport, we record relevant personal information, for the purposes of administration and issuing of Horse Passports. This information will include: your name, postal address, contact details (phone, mobile, email), and any details you provide to enable us to collect payment of the appropriate fee(s).

How Your Data will be Used: Information is used for providing Horse Passport services to you, which include: issuing new, duplicate or replacement passports, recording changes of detail, including changes of ownership. We do not voluntarily supply your personal information to a third party except where required by legislation as set out below, with your consent, or if we sell or otherwise transfer our Horse Passport business.

With whom do we share your personal data ? Horse Passport legislation contains a mandatory requirement for Horse Passport Issuing Organisations to provide certain specified information about ownership, contact details and horse identification to the Competent Authority (which, in the UK, is the Department for Environment, Food and Rural Affairs ' DEFRA'). This information is stored on a Government-approved Database, which is currently (as at 1 1 16) in development by DEFRA. Details relating to the horse (ie: name, Unique Equine Life Number, microchip number, sex, colour, height, and whether or not it is available for slaughter for human consumption) are publically available.



Personal data relating to the ownership of the horse, owners and keepers contact details, current location of the horse, are **NOT** publically available, and can only be accessed by ourselves and DEFRA.

Where available, other information to aid identification may also be passed to the UK national database. This information is collected in order to provide a data-source for DEFRA's veterinary disease control and surveillance activities; to prevent veterinary medications entering the human food chain; and to enable DEFRA to implement horse passport legislation in the UK. DEFRA also intend that it will facilitate strategic planning within the equine sector, assist in tracing the owners of straying, lost or stolen horses and reduce malpractice in the sale of horses and ponies. DEFRA will be the data controller for the mandatory information which will be processed for DEFRA by the national database. The data collected for this purpose will be adequate, relevant and not excessive for the above purposes.

In limited circumstances, DEFRA and/ or its agents may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations, the Code of Practice on Access to Government Information or the Freedom of Information Act 2000. However, neither DEFRA nor their agents will permit any unwarranted breach of confidentiality nor will they act in contravention of their obligations under the DPA. DEFRA or their appointed agents may use the name, address and other details on your application form to contact you in connection with occasional customer research aimed at improving the services provides to you in relation to horse passports.

COLLECTION OF PERSONAL DATA FOR ANY PURPOSE NOT SPECIFIED ABOVE

If you contact us either by letter, email or telephone, we will collect the following information to enable us to respond:

- your name
- your address if your query is submitted by post and/or you require us to send you any publication, paperwork or item
- your telephone number, to enable us to return your call
- your email address, to enable us to reply to you
- we may need to share or pass on your contact details to another BDS Official or BDS Committee, if they are the most appropriate person/committee to deal with your query or problem, and we will advise you if another BDS Official is likely to respond to you directly.
- We will NOT pass on any personal financial detail to any third party, other than to our bank for the purposes of receiving payment or querying whether your payment has been received.