

## Data Protection and Gift Aid Declaration Notes

### The Data Protection Act (the Act)

- ERAM holds its membership records on a computer database and in other formats.
- In accordance with the Act, it is necessary to ask you to agree to your details on the membership application form being processed using computers and other means.
- If you do NOT agree, we may not be able to process your application for membership.
- If you do agree, it is necessary that you are made aware of the circumstances in which the information is used and when it might be disclosed.

### The Details

- The ERAM Membership Secretary will enter your details into a computer system. Your details are primarily used to maintain an email distribution list and to facilitate the administration of ERAM.
- The membership database stored is password protected for security purposes.
- RoSPA HQ may request a copy of the membership list.
- All new member names are automatically sent to the RoSPA Light Editor for publication in the newsletter.
- Member information will be shared with the Training Officers if that member requires training, or that member becomes a Tutor within ERAM.
- Individual member information is also sent to the allocated Tutor if that member requires training, in order that initial contact can be made.
- When you pass your RoSPA Advanced motorcycle test, please inform the Membership Secretary to update you to Full member for the rest of your ERAM membership period.
- To maintain your ERAM Full membership you must also maintain membership with RoADAR.
- If you are happy with the above, please tick the declaration on the membership application/renewal form.

### Gift Aid Declaration Notes

- If you would like us to treat your membership fee as a donation under the Gift Aid Scheme, please tick the declaration on the membership application/renewal form.
- You can cancel this declaration at any time by notifying ERAM in writing.
- You must pay an amount of income and/or Capital Gains Tax at least equal to that ERAM reclaims on your donations in the tax year.
- If in the future your circumstances change and you no longer pay tax at least equal that ERAM reclaims, you must cancel your declaration.
- If you pay tax at the higher rate, you can claim further tax relief in your Self Assessment return.
- If you are unsure whether your donations qualify for Gift Aid tax relief, ask your local tax office for leaflet IR65.
- ERAM keeps a record of your Gift Aid Declaration on its database. This data will be used to help in reclaiming your basic rate tax from the Inland Revenue.