



Waiting List Application Form

Please provide the details requested below. The information provided will be stored on our waiting list database and held in accordance with our privacy policy (overleaf).

If you wish to remove your details from our system, please email secretary@edinburghrospa.org.uk at any time.

Title			
Name			
Address			
Post Code			
Tel Number			
Mobile Number			
Email Address			
Referred By*			
Training Type	Car		Motorbike
I agree that my details can be used to contact me via email with group news, training events etc	Yes		
	No		
I agree that my email address and phone number can be passed to relevant group tutors for the purposes of arranging my tuition.	Yes		
	No		
Please indicate your best availability. This will help us match you with a suitable tutor.			
Weekday Daytime			
Weekday Evenings			
Weekends			

* - If you have been referred by an existing member of our group, please enter their name so that we can provide them with a year's free group membership, should you join the group when a tutor is available.

Privacy Policy

RoSPA Advanced Drivers and Riders – Edinburgh & Lothians take your privacy seriously and will only use the personal information you provide us to administer your membership and provide the products and services you have requested from us.

The table below details the information we ask for and what we will use it for:

Entity	Reason
Title, Forename and Surname	Sending out membership cards etc
Home Address	
Telephone Number(s)	To allow tutors and members to contact each other. To contact members regarding group activities and events etc.
Email Address	
Membership Type	Membership management and for statistics
Date Joined Group	Statistics
RoSPA Membership Number	Cross checking with RoSPA HQ if required
Last test pass date and retest due date	Membership management and retraining if required
Pass grade	Statistics
Membership renewal date	Membership management

We will never pass your details onto any 3rd party unless required to do so by law or if you have given us your written consent.

Your data is stored securely on an internet based file storage solution. The servers for this are located worldwide. Access to this data is restricted to only those committee members that require access in order to administer your membership.

At any time, you can request a copy of the information held on yourself by emailing secretary@edinburghrospa.org.uk

You have the right to ask us to update or remove your information by emailing secretary@edinburghrospa.org.uk