

FIA WORLD ACCIDENT DATABASE GUIDE (WADB GUIDE)

Definition, Governing Principles and Operation

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CHAPTER 1 – INTRODUCTION TO THE WADB

1.1 OBJECT OF THIS GUIDE

This GUIDE presents the World Motor Sport Accident Database system, hereinafter referred to as the WADB and describes how the Fédération Internationale de l'Automobile (FIA), FIA ASNs and FIA Affiliates may use Personal Data through the WADB,

1.2 DEFINITIONS

In this GUIDE and all related publications concerning the WADB, the following terms and expressions have the meanings set out below.

Accident Data: all technical data, medical data and Personal Data related to an accident or to an incident, considered as eligible by reference to the definition of Trigger, collected for the purposes of inclusion in the WADB.

ADR: the accident data recorders installed on board competition vehicles.

Applicable Law: the requirements of applicable national legislations.

ASN: National Sporting Authority as defined in the FIA International Sporting Code.

Concussion: where a person experiences a period of confusion, headache, nausea, vomiting or visual disturbance lasting longer than 24 hours, or any period of amnesia or loss of consciousness.

Data Controller: the legal person or entity which determines the purpose and content of the data collected and processed through the WADB. The FIA and the ASNs exercise their functions as **Joint Data Controllers** as defined in Article 26 of the GDPR as they jointly determine the purposes and means of processing of personal data.

Data Processor: the legal person or entity which processes data on behalf of the Data Controller.

Data Protection Officer: the independent legal person appointed by the Data Controller to monitor the processing of personal data within the FIA and the implementation of applicable data protection rules.

Data Subject: a natural person involved in an accident or incident, whose own data, Personal Data or not, is part of the data describing the circumstances and outcome of the accident or incident, which is sought for motor sport safety research purposes.

Fatal Accident: where death occurs within 30 days of the accident.

FIA: the Fédération Internationale de l'Automobile.

FIA Affiliates: for the purposes of the WADB initiative only, this includes the FIA and any other entities legally contracted by the FIA for the operation of the WADB, including for the storage and processing of data.

FIA Competition: any competition part of an FIA Championship, Trophy, Cup, Challenge, Series or Masters calendar.

GDPR: General Data Protection Regulation 2016/679 (European Union Regulation 2016/679 of the European Parliament and of the Council).

Personal Data: information about a natural person who can be identified from that information, whether directly or indirectly, by reference to one or more factors specific to the above-mentioned natural person.

Serious Accident: where a person is admitted to hospital with a prognosis of at least two months' incapacitation.

Significant Incident: when any of the following triggers occur:

- ADR trigger thresholds were exceeded
- Concussion *as defined above*
- Spinal Injury *as defined below*
- Has potential to cause serious injury
- Incursion of a vehicle into a public area

- Any other which the FIA Race Director, Technical Delegate or Medical Delegate considers significant

Spinal Injury Any injury to the structure or integrity of the spinal column, including all vertebral fractures (however small), dislocation or disruption, or any damage to the spinal cord, or injury resulting in neurological symptoms

Submit(s), Submitting, Submitted, Submission: concerns the transferring of data into the control of the Data Controllers through the online WADB portal.

Trigger: the characterisation of a motor sport accident or incident, or a consequence of such, which qualifies the data relevant to it as eligible for entry in the WADB, with such triggers including, "**Fatal Accident**", "**Serious Accident**" and "**Significant Incident**", as defined hereinabove as well as other such qualifications as may be designated by the FIA for motor sport safety research purposes from time to time.

User: a person or entity authorised by the Data Controller to Submit Accident Data to the WADB.

Validate, Validated: when referring to a set of data in a Submission, this indicates that the Data Controller has accepted the data for processing in the WADB.

WADB: the integral World Accident Database managed by the Data Controller, in Geneva, Switzerland.

WADB-ASN: that aspect of the World Accident Database available to each ASN and its Sub-account holders, through its User account, for the entering, Submitting and accessing of accident data originating solely from its own authority.

1.3 DESCRIPTION, PRINCIPLES AND ADMINISTRATION OF THE WADB

The WADB is an electronic database managed by the FIA in Geneva. It is contributed to by the FIA and the ASNs as Joint Data Controllers, for the logging, through a secure and restricted access online portal, of Accident Data, including Personal Data, concerning the circumstances and immediate consequences of accidents or incidents.

The ASNs and the FIA will ensure at any time compliance with all relevant Data Protection Legislation, inter alia, General Data Protection Regulation 2016/679.

Accident Data is collected and processed for the sole purpose of motor sport safety research.

The totality of the Accident Data will be processed into the database in Geneva managed by the FIA and accessible solely to a restricted number of research, technical and administrative staff, contractually bound to comply with Applicable Law and for the sole purpose of motor sport safety research.

Through the processing of Accident Data, the WADB will enable the FIA:

- to create a scientifically valid source of research data concerning traumas in accidents and incidents and their causes and to enable epidemiological analyses;
- to monitor the performance of existing regulatory safety systems;
- to obtain a real-time overview of safety issues throughout motor sport and to identify areas where new research into injury prevention is indicated.
- to provide to its member ASNs, as WADB Users and Joint Data Controllers, a system for the submission and processing of national accident data and for access to and only to, that data.

CHAPTER 2 – DATA PROCESSING AND SECURITY

2.1 CONDITIONS OF DATA ELIGIBILITY

Personal Data and medical data may only be processed through the WADB concerning persons having clearly expressed their consent as described in Article 2.5.

Personal Data and medical data, may be processed through the WADB concerning deceased persons on the understanding that the heirs are entitled to have access to the deceased person's personal data, to the extent permitted under Applicable Law, specifically with respect to data protection legislation which may apply to the country where the accident or incident takes place.

Medical data must only be gathered by medical officers (CMO) designated by the ASN or FIA and must not be Submitted to the WADB unless it is specifically requested by the FIA. In the event that local laws prohibit the communication of any Personal Data, the Incident Reporting Officer (IRO) or ASN may omit all identifying elements from the Accident Data, as described in Article 3.5.

Personal Data concerning parties other than the drivers or co-drivers involved directly in the accident or incident (e.g. spectators, officials, media, etc.) is not required and shall not be recorded in the WADB.

The following data may be collected and processed through the WADB, subject to the above-mentioned conditions:

- technical data concerning the conditions under which an accident or incident happened (identification of the car, competition, location, time, weather conditions, etc.);
- technical data in relation to the data subject's personal protective equipment;
- technical data in relation to the competition vehicle;
- graphic and dynamic descriptions of the accident or incident;
- medical data, solely if specifically requested by the Data Controller: name, surname and age of the data subject, injuries suffered by the data subject, medical rescue procedures.
- technical data downloaded from ADRs under the jurisdiction of the FIA or FIA Affiliates;
- video of the accident or incident;
- photographs of the accident or incident site;
- eye-witness reports;
- documentation related to the organizing of the competition

2.2 DATA PROCESSING PRINCIPLES

Unless otherwise permitted by Applicable Law, Accident Data shall only be processed through the WADB providing that:

- Personal Data shall only be processed fairly and for purposes set forth in Article 1.3

- and permitted by applicable data protection laws;
- when the Data Controller is notified of a change of Personal Data, it shall update its records in accordance with the deadline specified by Applicable Law;
- the Data Controller shall adopt appropriate measures to retain Personal Data for no longer than is appropriate for the purposes for which it was collected, unless the Personal Data is otherwise required to be kept by Applicable Law or regulations;
- Personal Data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in a manner incompatible with that purpose or those purposes; and
- Personal Data shall only be obtained or processed in a way which is adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.

The Data Controllers will ensure at all times that:

- adequate resource is provided to maintain compliance with the present Guide; and
- those who have permanent or regular access to Personal Data, or that are involved in the collection of Personal Data, or in the development of tools used to process Personal Data, are trained and informed of their rights and responsibilities in respect of this Guide.

2.3 SHARING OF ACCIDENT DATA

In order to fulfil the purposes set forth in Article 1.3 above, the Data Controller may share the Accident Data collected with:

- the FIA's and the Data Controller's consultants involved in research projects located to the extent that it is necessary for motor sport safety research;
- the Data Controller's designated third party IT service provider;
- the Data Controller's designated third party providers contracted by the Data Controller to undertake motor sport safety research; and
- legal authorities serving mandatory orders in conformity with Applicable Law.

2.4 DATABASE SECURITY

The Data Controller takes reasonable and appropriate technical and organisational measures in accordance with Applicable Law with a view to protecting Personal Data.

To this end, technical and organisational measures such as firewalls and effective password systems have been implemented in order to protect against the risks of:

- unauthorised or accidental loss or destruction;
- technical faults;
- forgery, theft or unlawful use; and
- unauthorised alteration, copying, access or other unauthorised processing.

2.5 CONSENT OF DATA SUBJECTS

Accident Data collected for the purpose of processing through the WADB shall be neither submitted nor so processed unless the Data Subject has expressly consented to this and that consent has been communicated to the Data Subject's ASN and to the FIA.

For the avoidance of doubt, if the Data Subject is a minor, the prior written consent shall be given by its parents or any person exercising parental authority over the minor. If the Data

Subject is physically unable to give his/her prior consent (e.g. coma, etc.) the prior consent shall be given by its legal representatives or by a duly authorized third party.

Personal Data and medical data, may be processed through the WADB concerning deceased persons on the understanding that the heirs are entitled to have access to the deceased person's personal data, to the extent permitted under Applicable Law, specifically with respect to data protection legislation which may apply to the country where the accident or incident takes place.

2.6 RIGHTS OF DATA SUBJECTS

A Data Subject has the right to access Personal Data concerning him/her, to rectify it, by contacting the Data Protection Officer at the following address: FIA, Chemin de Blandonnet 2, 1214 Vernier, Genève or by email: dpo@fia.com or to the Joint Data Controller (ASN) which submitted the data.

A Data Subject is also entitled, on legitimate grounds, to object to the processing of any data relating to him/her.

2.7 DATA SECURITY BREACHES AND REPORTING PROCEDURES

The Joint Data Controllers are under a strict obligation to notify any potential or actual losses of the Personal Data to the other Joint Data Controller as soon as possible and, in any event, within one (1) Business Day of identification of any potential or actual loss to enable the Joint Data Controllers to consider what action is required in order to resolve the issue in accordance with the applicable data protection laws.

The above also applies to any breaches of security, which may compromise the security of the Personal Data.

The Joint Data Controllers will provide reasonable assistance as is necessary to each other to facilitate the handling of any data security breach in an expeditious and compliant manner.

CHAPTER 3 – WADB USER AND DATA GATHERING GUIDELINES

3.1 USER ACCESS AND FUNCTIONS

3.1.1 User accreditation

The FIA issues to every ASN a WADB access account of User name, individual password (modifiable) and contact email address.

The internet URL to access the WADB portal is: <https://wadb.fia.com>

3.1.2 Attributes of the WADB-ASN

The WADB provides each ASN User with a Dashboard functioning as a local database (WADB-ASN) but with no access to the main WADB.

ASN Users may:

- Create Cases for the storing and processing of data from motor sport accidents occurring on their territory;

- Download blank .pdf FIA Accident Report Forms (see Article 3.3.1);
- Upload data electronically to a Case from the .pdf FIA Accident Report Forms
- Save Cases in progress;
- Attach images and documents to Cases
- Submit completed Cases to the FIA;
- Search only those Cases they have Submitted.
- Create Sub-accounts enabling access and use by national IROs and CMOs
- Designate an IRO or CMO to complete a Case already created.

IRO or CMO Sub-account Users may:

- Create and Save cases for Submitting to their ASN;
- Download blank .pdf FIA Accident Report Forms (see Article 3.3.1);
- Upload data electronically to a Case from the .pdf FIA Accident Report Forms
- Save cases in progress;
- Attach images and documents to Cases
- Search only those Cases they have Submitted.

3.1.3 Access to data

Users can view, modify or delete all incomplete (not Submitted) entries directly linked to their own account.

For reasons of confidentiality, a User cannot access data related to another User account.

When the data entry is complete it is transferred to the WADB-FIA via a "Submit" command.

When the User Creates a Case the WADB automatically allocates it a unique case number, which will be used to identify it in any further communications.

A User cannot modify data that has been Submitted to the WADB.

An entry, with the exception of ADR data, may be modified by the Data Processor subject to User request or agreement, or the User may Submit a new entry to replace that which was originally Submitted.

3.2 ACCIDENT REPORTING TRIGGERS

The Triggers to indicate that data from a particular accident should be collected and submitted for entry in the WADB are *exclusively* the following (see also Article 1.2 Definitions):

For all competitions:

- all **Fatal Accidents**: where death occurs within 30 days of the accident.
- all **Serious Accidents**: where a person is admitted to hospital with a prognosis of at least two months' incapacitation.
- **Significant Incidents**: involving the incursion of a competing vehicle into a public area.

IN ADDITION, for **FIA Competitions** only:

- all Significant Incidents:
 - ADR trigger thresholds were exceeded
 - Concussion
 - Spinal Injury
 - Has potential to cause serious injury
 - Incursion of a vehicle into a public area
 - Any other which the FIA Race Director, Technical Delegate or Medical Delegate

considers significant

3.3 ORGANISATION OF DATA REPORTING RESPONSIBILITIES

3.3.1 The Incident Reporting Officer (IRO) and CMO:

For each competition an Incident Reporting Officer (IRO) should be designated in advance by the ASN or, for FIA events, the FIA.

Designated from amongst the Competition Officials (see table below), the IRO coordinates data gathering at the accident or incident site and its entry into a WADB Case template online.

The gathering and entry of medical data is the responsibility of the Chief Medical Officer or Delegate (CMO), similarly designated.

Data may be entered directly into the WADB-ASN by a sub-account holder, or compiled in the FIA Accident Report Forms in .pdf format. Corresponding to the three Parts of the WADB Case template, the Report Forms can be downloaded from the WADB Dashboard and data from them can be uploaded to the WADB from an internet-connected device (or sent by secure means to the ASN User for uploading).

Each Part of a Case, when complete, is Submitted to the ASN.

3.3.2 The ASN (the User and Joint Data Controller):

Through accessing the WADB-ASN online portal:

- i) verifies Cases submitted by IROs or CMOs or uploads to the relevant Case the Data from any FIA Accident Report Forms received;
- ii) transfers the Accident Data into the control of the Data Processor by Submitting the completed Parts of the Case to WADB-FIA;
- iii) Data can be added, amended or deleted after Submission by request to the Data Processor at: wadb@fia.com.
- iv) The ASN also creates Cases itself.

Data is Submitted to the FIA as follows:

Part 1, Initial Submission: core information, to be Submitted to the FIA WADB *within 1 week*;

Part 2, Accident Description: describing the circumstances of the accident, the vehicles and the personal and vehicle safety equipment, including digital information downloaded from Accident Data Recorders on board the cars involved. To be Submitted to the FIA *within 1 month or as soon as circumstances permit*.

ADR data is transmitted directly to: wadb@fia.com. and is securely filed and referenced to the relevant WADB entry by the FIA.

Part 3, Medical and Intervention: data on injuries and interventions (to the extent permitted by Applicable Law) to be Submitted *only if specifically requested by the FIA*. Medical data is to be collected exclusively by a Medical Officer (CMO) designated by the FIA or ASN.

3.3.3 The FIA (the Data Processor):

- (i) reviews the completed WADB report Submitted by the User
- (ii) liaises with the User to request further information or clarification (which may include the Data Controller suggesting changes to the User) or agree any modifications requested by the User;

(iii) Validates, or rejects and deletes, the Accident Data for definitive inclusion in the WADB.

3.3.4 Summary of IRO, CMO and FIA Medical Delegate responsibilities:

COMPETITION TYPE	FIA Championship, Trophy, Challenge, Cup, Series, Masters	FIA-sanctioned international series with FIAI-supplied ADRs	All other national and international competitions
Accident types to be reported	Fatal Accidents Serious Accidents Significant Incidents	Fatal Accidents Serious Accidents Public area incursions (Significant)	Fatal Accidents Serious Accidents Public area incursions (Significant)
IRO designated by	FIA	ASN	ASN
IRO appointed from amongst	FIA Chief Steward, FIA Race Director, FIA Safety Delegate, FIA Technical Delegate, FIA Medical Delegate, Clerk of the Course, Secretary of the Meeting	Chief Steward, Race Director, Clerk of the Course, Secretary of the Meeting, Series Chief Scrutineer, Series Chief Medical Officer	Chief Steward, Race Director, Clerk of the Course, Secretary of the Meeting, Chief Scrutineer, Chief Medical Officer
IRO Submits the data to	WADB Portal. ADR data will be downloaded and sent to wadb@fia.com	WADB-ASN Portal or ASN. ADR data will be downloaded and sent to wadb@fia.com.	WADB-ASN Portal or ASN
CMO or FIA Medical Delegate Submits data to	WADB Portal, or: wadb@fia.com	WADB-ASN Portal or ASN	WADB-ASN Portal or ASN

3.4 DATA GATHERING SECURITY AND CONFIDENTIALITY

The collection of Accident Data must be carried out in compliance with the principles set out in this GUIDE, notably in Chapter 2, and to the extent permitted under Applicable Law, specifically with respect to data protection legislation applying to the country where the accident or incident takes place.

It is essential that all persons transmitting Accident Data do so by secure and confidential means. ASNs must at all times ensure that:

- (i) all locally applicable data processing laws are complied with;
- (ii) adequate resources are provided to maintain compliance with the WADB Guidelines;
- (iii) those who have permanent or regular access to Personal Data, or who are involved in the collection of Personal Data, or in the development of tools used to process Personal Data, are trained and informed of their rights and responsibilities in respect of the WADB and these Guidelines.

All persons involved in collecting and/or processing Accident Data **MUST BE AWARE** that:

- i. any notes or paper entries concerning Accident Data must be treated as confidential documents;
- ii. Personal Data concerning casualties must not be disclosed to any unauthorised third parties (being any party which is not legally bound to the ASN, or the FIA or Affiliates by a contract of confidentiality); and
- iii. medical data shall only be collected by doctors of medicine and must not be disclosed to any unauthorised third parties (being any party which is not authorised to receive

medical data and not legally bound to the ASN, or the FIA or Affiliates by a contract of confidentiality).

In the event of any doubt, please consult the Data Protection Officer at: dpo@fia.com.

3.5 EDITING TO "DE-IDENTIFY" ACCIDENT DATA WITHIN WADB

The following Personal Data, in upper case type, is to be omitted from WADB Submissions where the Data Subject's Consent has not been given:

NAME

AGE (or DATE OF BIRTH)

DAY AND MONTH OF THE ACCIDENT: **do** state the year.

REAL TIME OF THE ACCIDENT: **do** express the time as 00:00 and use this as the base from which to calculate the times of other events in the Submission.

THE GPS LOCATION OF THE ACCIDENT

THE TEAM NAME

THE VEHICLE COMPETITION NUMBER

All other fields should be filled.

Any Additional Documents attached in the Submission should be edited to exclude the Personal Data in upper case letters above.

3.6 CHECKLIST FOR USERS

The following provides a checklist of elements which should be provided in the compilation of a definitive Submission, subject to availability and to any restrictions imposed by applicable local law.

- **ADR data** if available
- **Video:** any available video of the accident (include web links if known).
- **Photographs 1:** of vehicles involved.
- **Photographs 2:** of the accident or incident site, approaches and surroundings or run-off areas and all barriers, fences, walls and other features involved.
- **Diagram of the accident or incident on the official circuit drawing or route plan:** marked with (i) point of Loss of Control ("LoC"), (ii) points of impact, (iii) impact angles, (iv) distance from LoC to impact, (v) positions, length and direction of any tyre marks; Google map or GPS references.
- **Team contact persons and emails:** for obtaining data from team-loggers, personal safety equipment and other details as required.
- **Vehicles:** storage location of vehicles involved (for possible inspection) and emails for point of contact.

3.7 CLAIMS BY DATA SUBJECTS

Further to the Submission, the User shall immediately inform the Data Protection Officer, by email to dpo@fia.com of any claims raised by the Data Subject(s) with respect to the processing of Accident Data related to said Data Subject(s) through the WADB, in respect of Article 2.6.