**FIA DATA GATHERING GUIDELINES**

**Procedures for the Gathering and Transmitting of Accident Datafrom Competitions for Submission to the World Accident Database (WADB)**

**Issue 2.10**

0. Definitions

**The World Accident Database (WADB)** and its function are as described in the WADB Guide (hereafter the GUIDE), published by the FIA, which is the text of reference for these Guidelines.

Terms commencing with capital letters herein, unless defined in this document shall have the meanings ascribed to them in Article 2 of the GUIDE.

1. Data Gathering and Protection

These guidelines are designed to ensure the accurate and secure collection of Accident Data and its Submission for inclusion within the WADB as described in the GUIDE.

The collection of Accident Data must be carried out in compliance with the principles set out in the GUIDE and 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.

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

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.

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 8 below.A Case number will be allocated when the data is Submitted to the WADB (see Article 7 below).

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.

2. Data Reporting Triggers

The Triggers to indicate to an IRO or ASN that Accident Data should be collected and submitted for entry in the WADB are *exclusively* the following *as defined in Article 2 of the GUIDE*:

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 Championship, Trophy, Cup, Challenge, Series or Masters competitions ("FIA Competitions") only:

* all **Significant Incidents, *meaning:***

- ADR trigger thresholds were exceeded

- Concussion (GUIDE definition)

- Spinal Injury (GUIDE definition)

- Has potential to cause serious injury

- Incursion of a vehicle into a public area

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

3. Management, Division and Collection of Accident Data

3.1 An **Incident Reporting Officer (**IRO),designated from amongst the Competition Officials (see table below), coordinates data gathering at the accident or incident site and its transmission to:

- **the FIA (WADB)** in case of **FIA Competitions**; and

- **the ASN** for all other competitions.

3.2 The FIA provides three template report forms in PDF format for organising the collection of data for an accident or incident,

These FIA Accident Report Forms, 0 (Initial Submission), 1 (Accident Data) and 2 (Medical), correspond to the format of the WADB template, however the omission of data from any field of the WADB template will not prevent the Submission of the remaining data.

3.4 Data for an accident is gathered to correspond with the questions on the FIA Forms, as follows:

 a) **FIA Report 0**, **Initial Submission**: core information, to be registered in the WADB within 1 week;

 (b) **FIA Report 1, Accident Data:** describing the circumstances of the accident, the vehicles and the personal and vehicle safety equipment.

 (c) **FIA Report 2, Medical:** data on injuries and interventions (to the extent permitted by Applicable Law and to be collected by doctors of medicine only).

 (d) **ADR:** digital information downloaded from Accident Data Recorders on board the cars involved; associated with (b).

4. Responsible Persons and Tasks

4.1 The IRO:

 **(a)** Coordinates the gathering of all data related to an accident or incident, in compliance with Applicable Laws.

 **(b) Completes the basic information required in FIA Form 0 and** securely transfers it to the ASN Safety Department, or directly to the WADB Portal in the case of FIA competitions, **within 1 week.**

 **(c)** Ensures that, in collaboration with the Chief Scrutineer and ASN Officials (or FIA Officials or Delegates), the relevant data is collected and that **FIA Report 1** is completed.

 **(d)** Ensures that, in the case of events which include vehicles fitted with an FIA- supplied ADR, the FIA-authorised ADR technician is assisted to enable them to download and securely transmit the ADR data to the FIA, with the ADR serial number if relevant, in conformity with the **Procedure for Downloading Accident Data** published on **www.fia.com**.

 **(e)** Ensures that **FIA Report 1** is securely transferred to the ASN Safety Department, or directly to the WADB Portal in the case of FIA competitions.

4.2 The Chief Medical Officer or the FIA Medical Delegate if present:

**(a)** Ensures that the relevant medical data from an accident is collected in compliance with Applicable Laws and that **FIA Report 2** is completed.

**(b) Ensures that subjects of personal data have signed a Declaration of Consent as required by Article 11 of the WADB Guide. If this is not the case, data submissions must be de-identified as in Article 8 below.**

**(c)** Ensures that, in **agreement** with the IRO***,*** **FIA Report 2 and the related Consent Form(s),** are securely transferred to the ASN or, in the case of FIA Medical Delegates, to the FIA IRO or directly to the WADB Data Processor at wadb@fia.com *.*

4.3 Summary of IRO, CMO and FIA Medical Delegate requirements:

|  |  |  |  |
| --- | --- | --- | --- |
| **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 AccidentsSerious AccidentsSignificant Incidents | Fatal AccidentsSerious AccidentsPublic area incursions | Fatal AccidentsSerious AccidentsPublic area incursions |
| **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** | FIA WADB Portal. ADR data will be downloaded and sent to wadb@fia.com | ASN. ADR data will be downloaded and sent to wadb@fia.com. | ASN |
| **CMO or FIA Medical Delegate submits data and Consent forms to** | FIA IRO, or Data Control:wadb@fia.com | ASN | ASN |

4.4 The ASN or FIA-designated IRO (the User):

Through accessing the WADB online portal: (i) enters the Accident Data from the report(s) in the WADB report template; and (ii) transfers the Accident Data into the control of the Data Processor by Submitting the completed WADB report.

**Note, this should occur:**

* **immediately upon receipt of FIA Form 0 (Initial Submission);**
* **within 10 days upon receipt of Forms 1 and 2**

Data can be added subsequently.

4.5 The FIA (the Data Processor):

1. Through directly accessing the WADB: (i) reviews the completed WADB report Submitted by the User; (ii) liaises with the User to agree any necessary modifications and (iii) Approves the Accident Data for definitive inclusion in the WADB.

5. Confidentiality

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

1. any notes or paper entries concerning Accident Data must be treated as confidential documents;
2. 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
3. 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, the Data Processor should be consulted at: wadb@fia.com

6. Security

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.

7. How the WADB Works

Accident Data gathered in compliance with the procedures and other information stipulated in these Guidelines is entered by the User (ASN or FIA-designated IRO) accessing the WADB online portal by means of secure login credentials provided by the Data Processor.

The WADB internet portal URL is: <https://accidentdatabase.fia.com>

ADR data is transmitted directly to wadb@fia.com and is duly attached to the relevant WADB entry AFTER Submission.

Users can view, modify or delete all incomplete (not Submitted) entries directly linked to their own account. Note that for reasons of confidentiality, a User cannot access data related to another User account, and a User cannot view data Submitted to the WADB.

When the data entry is complete it is transferred to the WADB via a "Submit" command: the User has no direct access to the WADB.

When the User Submits an entry the WADB automatically allocates it a unique case number which will be used to identify it in any further communications.

The User may save a copy of their Submission by navigating to the “Export to PDF” button, located just below the navigation bar on the Submission Confirmation page.

The Submission is then sent to the WADB holding area "pending review" where the Data Controller will review the Submission and either:

* Approve the Submission, which adds the Submission to the WADB; or
* request further information or clarification regarding the Submission (which may include the Data Controller suggesting changes to the User); or
* reject the Submission and delete the Submitted data

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

8. 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.

9. Checklist

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.

**FIA REPORT 1 (ACCIDENT DATA)**

*includes:*

* **ADR data if available**
* **A signed WADB Declaration of Consent** for each driver and co-driver whose personal data is reported.
* **Video**: any available video of 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.

**FIA Report 2 (Medical)**

In the event that not all Accident Data is available, the available Accident Data should still be Submitted in the appropriate way, noting that additional Accident Data can be added at a later point.

10. CLAIMS

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.