



GDPR Privacy Notice

The General Data Protection Regulations (GDPR) mean that you have rights and I have rules which I must ensure that I comply with. I must obtain and store information relating to you and I need you to be clear how this will be used, who might have access to this and how long it must be kept for.

I am registered with the Information Commissioner's Office (ICO) and I ensure my compliance with them regarding all data storage and usage.

1. Personal information

I will require your current name, home address, email address, phone number(s) and driving licence details for the purposes of:

- ❖ Providing my services as your driving instructor for as long as you require my services. This information will be stored in texts; emails; my paper student records; and in my digital TotalDrive records.
- ❖ Possibly booking a driving test on your behalf, if mutually agreed.
- ❖ Maintaining accurate records if legally required of me for a period of at least six years, after which I will dispose of everything in a secure manner.

2. Lesson bookings and payments

- ❖ I will keep written and secure digital records of all payments and refunds made; lessons booked; and lessons delivered. This is for the purpose of accurate accounting records as above.

3. Business promotion

- ❖ Upon passing your practical driving test (or finishing your course of lessons as a full licence holder), I will seek your consent to take a photo and ask you to write a review with a mind to using both for the purposes on my ongoing business promotion on my website, Facebook and Google. If you wish to remove your consent, please feel free to contact me in writing at any time and these will be removed from such platforms as are under my control. Please note, however, that I cannot prevent others from sharing or copying your review and / or photo and that these are beyond my reach to remove.

4. Use of personal information

- ❖ I will not share your personal data with third parties. My accountant needs to see my income and expenditure details; my IT support helps to run the website and messaging systems but does not interact with individual messages or client

data. In the case of any future COVID restrictions or future pandemic, I may need to share your details with the NHS. At all times, the privacy and protection of your data is of paramount importance to me, in line with the law.

5. Dash cam

- ❖ I have outside-forward and outside-rear-facing dash cam hard-wired into my car and clear signage within and outside to indicate this. This is to provide evidence to support any insurance claim I may need to pursue in the event of an incident. I will keep for as long as the insurance company require in support of any claim.
- ❖ Sound will be recorded as evidence in the event of an accident or incident, but this will be switched off for test duration, as per the DVSA requirement.
- ❖ If I should need the dash cam footage for any other purpose, I will obtain your written consent in this regard beforehand.

If you want to make a complaint about the way I have processed / used your personal information, you can contact the Information Commissioner's Office ICO, as the statutory body in the UK which oversees data protection law, by visiting www.ico.org.uk/concerns

Please sign below to confirm your acceptance of the above GDPR restrictions:

Student name:

Student signature:

Legal guardian name (if above under 18):

Legal guardian signature (if above under 18):

Date: