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Fair Processing Notice

We are committed to being transparent about how we collect and use data and to meeting our data protection obligations. This policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to other and how we keep it secure.

By attending this training, you are agreeing to be bound by this policy. If you have any questions regarding this policy, please speak to your trainer who will provide you with the relevant contact details.

What information do we collect from you?

We collect a range of information about you. Your personal data includes:

- your contact details
- your photographic image
- driver licence details
- payment details

This is in addition to any other information we obtain directly from you or from third parties, or as a result of our relationship with you in our capacity as a Driver CPC (DCPC) Approved Training Centre and in providing goods and services to you.

How do we collect information from you?

We may collect this information in a variety of ways. For example, data might be contained in booking forms, when you contact us either on the telephone or via email, obtained from your passport or other identity documents.

How is your information used?

We will use your personal data for the purposes of uploading completed DCPC Periodic Training hours on to the Government's Recording and Evidencing (R&E) database; you can find out more about how your data is used on that database at

<https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency/about/personal-information-charter>

The provision of an attendance certificate and for all other purposes connected with our role as an Approved Training Centre in providing goods and services to you.

We may seek your views or comments on the services we provide, notify you of changes to our services; send you communications, which you have requested and that may be of interest to you.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information, for example data about your periodic training, to fulfill our statutory obligations for up to six years.

How do we store your information?

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Who has access to your information?

Your information will be shared with the Joint Approvals Unit for Periodic Training (JAUPT) for them to monitor and manage approved centers and the training uploaded to the DVSA system, and where necessary, this data may be shared with member state authorities to confirm Driver CPC entitlement abroad.

How can you access and update your information?

The accuracy of your information is important to us. If you would like to access to the data we hold on you please speak to your trainer who will provide you with the relevant contact details. You have the right to ask for a copy of the information held about you. You have the right to request that the data we hold on you is erased or rectified. For example, if you do not want us to use your information for views and comments on the services we provide, you can ask to have your contact details removed.
