

GDPR Privacy Notice of: CLAIRE HALL

This privacy notice has been produced to help you understand why I, your driving instructor, require to obtain/store your personal information, how it will be used, who it might be shared with and how long it might be kept. The notice will also remind you of the rights you have under the **General Data Protection Regulations (GDPR)**. Where the information is not necessary to deliver the services you require from me it may be necessary for me to obtain your consent to either collect such information in the first place or use it for other purposes than you would legitimately expect.

Below is a list of the Personal Information I may collect and how it will be used:

1. With your consent, I may need to keep your credit/debit card details for the purpose of receiving payment from you for my services or products. This information will be stored in a secure manner to ensure your Personal Data rights are not breached until such time as you cease to use my services or expressly require me to erase/destroy such information if sooner. In either case the information will be disposed of in a secure manner.
2. I will need to keep written and secure digital records of all payments made, lesson appointments booked and lessons delivered for the purpose of maintaining accurate accounting records as is legally required of me for 6 years. At that point the accounts records and any supporting personal information will be disposed of in a secure manner. This information will be held in my paper-based/digital diary, my paper-based Student Record System, and my accounts sales day book.
3. I will require your name, address, email address, telephone number(s), date of birth, next of kin details, medical details relating to driving and provisional driving licence details for the purposes of:
 - Providing my services as a driving instructor so that I may contact you or find you or give you access to any online services I provide in legitimate pursuit of this role until my services are no longer required by you. Such information will be recorded in my paper-based Student Record System.
 - Booking either a Theory or Driving Test on your behalf.
 - Providing you with promotional offers in relation to my business with your expressed permission until you otherwise remove such consent.
 - Maintaining accurate accounts records as is legally required of me for a period of 6 years (see point 2).
4. I will hold records of your learning progress in my Student Record System to help you know where you are in the training programme at any point in time.
5. I will hold records of your test failures and passes noting where the driving faults occurred on your test report in my paper-based Student Record System so that I can monitor my own personal performance in this regard.
6. With your consent, upon passing the driving test I would like to take a photograph of you and a written review for the purposes of promoting my services as a driving instructor and for the promotion of Claire's Driving School on various secure digital platforms and written media with your expressed permission until you otherwise remove such consent. Please note on social media I cannot prevent this review/photo from being shared or copied by others but I would quickly delete all copies on such platforms under my control if you so request.
7. How will I use the information about you?
 - I collect information about you to process your order, manage your account, respond to your enquiry and, if you agree, to email you about other products and services we think may be of interest to you.
 - Any personal information not disposed of as stated above will be securely destroyed following 6 years from being received unless you have consented to enable me to retain it for longer.
 - 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.

Name of customer:

Date given to customer:

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Contact Details:

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