

Privacy Notice

Last Review Date: 6th April 2026

1. Introduction

Weekend Wheels Driving School Ltd (“WW”, “we”, “us”, “our”) is committed to protecting the privacy of everyone whose personal data we hold. This Privacy Notice explains what personal data we collect, why we collect it, how we use it, how long we keep it, and what your rights are.

This Privacy Notice applies to:

- Pupils, customers, and visitors who are enquiring about or receiving driving lessons.
- Driving instructors who are enquiring about, applying for, or operating under a WW franchise arrangement.

We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 in all our data handling activities.

- Sections 2 - 11 of this notice relate to pupils and customers.
- Section 12 relates specifically to driving instructors in connection with the WW franchise. If you are a driving instructor, both sections apply to you.

2. Who We Are

Weekend Wheels Driving School Ltd is the Data Controller for the personal data described in this Privacy Notice.

Registered company: Weekend Wheels Driving School Ltd

Company number: 11751769

Registered address: 31 Hocknell Close, Wootton, Northampton, United Kingdom, NN4 6AZ

ICO Registration Number: ZA486502

The Director’s details are available on the Companies House public register at www.companieshouse.gov.uk (search for company number 11751769).

For any data-related queries, please contact us at: driving@weekendwheels.net

3. What Personal Data We Collect

We collect and hold the following categories of personal data about you:

- Your full name, address, and contact details including phone number and email address.
- Your provisional or full driving licence number and expiry date.
- A copy of your driving licence where required.
- Details of your driving lesson bookings, lesson history, and progress notes.

- Payment records including BACS transaction references. We do not store full bank account details.
- Any health or medical information shared with your instructor that is relevant to your ability to drive safely.
- Pass photos and testimonials where you have provided consent for these to be used.
- Enquiry details received from you when you first contact WW.
- Your signed agreement to our Customer Terms and Conditions.

4. Why We Collect Your Data and Our Legal Basis

We process your personal data for the following purposes, each with a corresponding lawful basis under UK GDPR:

4.1 To perform our contract with you:

- To arrange, manage, and deliver your driving lessons;
- To maintain records of lesson payments made directly between you and your instructor, accessible via the WW booking system to ensure accurate account information for both you and your instructor;
- To send booking confirmations, lesson reminders, and other communications relevant to your tuition.

4.2 In pursuit of our legitimate interests:

- To maintain accurate lesson and progress records to support the delivery of high-quality tuition and to benefit both you and your instructor;
- To handle complaints and resolve disputes fairly and to protect our legal position where necessary;
- To refer outstanding unpaid amounts to a debt collection agency or court of law where payments cannot be resolved within a reasonable period.

4.3 To comply with our legal obligations:

- To retain financial records, invoicing data, and bank records for seven years as required by HMRC for tax and accounting purposes.

4.4 With your consent:

- To use your pass photo or testimonial for marketing purposes on our website and social media platforms including Facebook, Instagram, TikTok, and Google etc. You may withdraw this consent at any time by contacting us at; driving@weekendwheels.net
- To process health or medical information you voluntarily share with your instructor to ensure your lessons are delivered safely and appropriately.

4.5 To protect vital interests:

- To process health or medical information where it is necessary to protect the safety of you or another person and consent cannot be relied upon in the circumstances.

4.6 Your obligation to provide personal data

Providing your personal data is necessary for us to arrange and deliver your driving lessons. Without your contact details, driving licence information, and payment records we cannot provide the service. You are not under a legal obligation to provide this information, but we are unable to deliver driving instruction without it.

Where we ask for health, medical, or licence-related information, you are responsible for ensuring that any information you provide is accurate and complete. Failure to disclose information that is relevant to your ability or legal entitlement to receive driving instruction, including medical conditions, licence status, or driving convictions is at your own risk. Weekend Wheels Driving School Ltd and your instructor cannot be held liable for any consequences arising from your failure to disclose information that was material to the delivery of your lessons or the safety of any party.

5. How Long We Keep Your Data

We keep your personal data only for as long as is necessary for the purposes for which it was collected:

- Customer enquiry details, signed Terms and Conditions, address, and driving licence copy: 36 months from the end of your lessons.
- Lesson diary, payment records, and invoicing data: 7 years from the date of the transaction, as required for tax and accounting purposes.
- WW bank records: 7 years, as required by HMRC.
- Pass photos and testimonials: retained for marketing purposes for as long as consent remains in place. You may withdraw consent at any time.
- Complaint records: 3 years from the date of resolution.

After the relevant retention period, all personal data is securely deleted from electronic systems and any physical documents are shredded.

6. Who We Share Your Data With

We will not sell or rent your personal data to any third party. We will not share your personal data with third parties for marketing purposes without your explicit consent. Where you have given consent for your pass photo or testimonial to be used, we may share that content on our website, or social media platforms including Facebook, Instagram, TikTok, and Google etc. for the purpose of promoting our services. You may withdraw this consent at any time by contacting us at driving@weekendwheels.net and we will remove the content promptly.

We may share your data in the following circumstances:

- With your assigned WW franchised driving instructor, to the extent necessary for the delivery of your lessons.
- With our diary and booking system, which processes your lesson and payment data information on our behalf under a data processing agreement.
- With HMRC or other regulatory or legal authorities where required by law.
- With a debt collection agency or court of law where outstanding payments have not been resolved within a reasonable period.
- With the DVSA or other relevant authorities where required in connection with your driving instruction.

- With our professional advisers including accountants, where necessary, under obligations of confidentiality.

Where we share your data with third parties, we ensure they handle it securely and in accordance with UK GDPR.

7. How We Store and Protect Your Data

Your data is stored securely in the following ways:

- Electronically on password-protected devices and in cloud-based systems with restricted access.
- Physical documents, where held, are stored securely at our business premises and destroyed by shredding at the end of the applicable retention period.
- Access to your data is restricted to those within WW who need it to deliver your services.
- All data held in our booking system is managed in accordance with their own security and privacy policies.

8. Cookies and Website

Our website at www.weekendwheels.net is hosted and managed by Yell. Any cookies or tracking technologies operating on our website are managed under Yell's own privacy and cookie policies, which are outside WW's direct control. Please refer to Yell's privacy policy for full details of how they handle data on websites they host.

Our website may contain links to other websites for your information. Weekend Wheels Driving School Ltd takes no responsibility for the content or privacy practices of any linked third-party websites.

9. Your Rights Under UK GDPR

You have the following rights in relation to your personal data:

- **Right of access:** You may request a copy of the personal data we hold about you (a Subject Access Request).
- **Right to rectification:** You may ask us to correct any inaccurate or incomplete data.
- **Right to erasure:** In certain circumstances, you may ask us to delete your personal data. Note that we cannot delete data we are legally required to retain, such as financial records.
- **Right to restriction:** You may ask us to restrict the processing of your data in certain circumstances.
- **Right to data portability:** You may request your data in a portable format where technically feasible.
- **Right to object:** You may object to processing carried out on the basis of legitimate interests.
- **Right to withdraw consent:** Where we rely on your consent, for example for pass photos, you may withdraw that consent at any time. Withdrawing consent means we will stop using your data for that purpose going forward. It does not affect anything we did lawfully before you withdrew consent.

To exercise any of these rights, please contact us at driving@weekendwheels.net. We will respond within one calendar month. You may be asked to verify your identity before we action your request.

10. How to Make a Complaint

If you believe we have not handled your personal data correctly, you have the right to make a complaint to the Information Commissioner's Office (ICO), the UK's data protection regulator.

- Website: www.ico.org.uk
- Helpline: 0303 123 1113
- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

We would appreciate the opportunity to address your concern directly before you contact the ICO, so please contact us at driving@weekendwheels.net in the first instance.

11. Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our practices or legal requirements. The current version will always be available on our website at www.weekendwheels.net. The date at the top of this notice shows when it was last reviewed.

If you have any questions about this Privacy Notice or how we handle your data, please contact us at driving@weekendwheels.net or call 07415 651974.

INFORMATION FOR DRIVING INSTRUCTORS

The following section applies to driving instructors who are enquiring about, applying for, or currently operating under a WW franchise arrangement. If you are a pupil or customer enquiring about driving lessons, this section does not apply to you.

12. Information for Driving Instructors

12.1 Personal Data We Collect About You

Where you enquire about or operate under a WW franchise arrangement, we collect and hold the following personal data about you:

- Full name, home address, date of birth, and contact details including phone number and email address.
- ADI or PDI licence number, registration status, grade, and renewal dates as held by the DVSA.
- Disclosure and Barring Service (DBS) certificate date, reference number, and level. We do not retain a copy of the DBS certificate itself.
- Vehicle registration number, insurance details, and MOT information.
- Bank account details for the purpose of recording franchise fee payments and any other payments received under the franchise arrangement
- National Insurance number, where required for contractual record purposes.
- Emergency contact details.
- Driving licence details, including licence number and electronic inspection via GOV.UK.
- Records of any concerns, notices, or compliance matters arising under the franchise arrangement.
- Any other information provided by you in connection with your franchise, including correspondence and communications.

12.2 Why We Collect This Data and Our Legal Basis

We process your personal data for the following purposes. The lawful basis we rely on under UK GDPR is shown as a heading for each group of activities.

12.2.1 To perform our contract with you:

- To manage the day-to-day operation of the franchise arrangement, including communicating with you and administering your account;
- To maintain records of weekly franchise fee payments and any other payments due or received under the franchise arrangement;
- To onboard you onto the WW booking system and manage your diary, lesson bookings, and availability.

12.2.2 In pursuit of our legitimate interests:

- To verify that you hold a valid ADI or PDI registration with the DVSA at all times as required under the franchise arrangement;
- To process DBS information to confirm your suitability to work with pupils, including under-18s, in accordance with safeguarding obligations;
- To maintain records of any compliance matters to manage the franchise arrangement fairly and to protect both parties' legal positions;
- To hold emergency contact details in case of accident, illness, or other emergency during the course of the franchise;
- To share your contact details with pupils and customers to the extent necessary to facilitate the delivery of driving lessons, including so that pupils can arrange lessons directly with you;
- To share relevant details with pupils, customers, their legal representatives, or a court of law where a complaint or legal claim arises from the franchise arrangement, including but not limited to disputes over payments, refunds, or lessons not delivered.

12.2.3 To comply with our legal obligations:

- To retain financial records including fee records and payment history for seven years as required by HMRC;
- To share your data with the DVSA, Disclosure and Barring Service, HMRC, or other regulatory or legal authorities where required by law.

12.2.4 To protect vital interests:

- To retain and use emergency contact details where necessary to protect your life or the life of another person in an emergency situation.

12.3 How Long We Keep Your Data

- Contact details, licence records, and DBS information: for the duration of the franchise arrangement and for 6 years after it ends.
- Financial records including bank details, fee records, and payment history: 7 years from the date of each transaction, as required by HMRC.
- Compliance records: 6 years from the date of the relevant event.
- Emergency contact details: deleted within 30 days of the franchise arrangement ending, or within a reasonable period following the date of death where the franchise arrangement ends due to the death of the Franchisee, in accordance with the terms of the Franchise Agreement.

12.4 Who We Share Your Data With

We will not share your personal data with third parties for marketing purposes. The circumstances in which we may share your data are set out in Section 12.2 above, under the relevant lawful basis for each purpose.

All third parties with whom we share your data are required to handle it securely and in accordance with UK GDPR.

12.5 Your Rights as a Driving Instructor

As a driving instructor whose data we hold, you have exactly the same rights under UK GDPR as described in Section 9 of this Privacy Notice, including the right of access, rectification, erasure, restriction, portability, and the right to object. To exercise any of these rights, please contact us at driving@weekendwheels.net. We will respond within one calendar month.

If you believe we have not handled your personal data correctly, you have the right to make a complaint to the ICO as described in Section 10.

This Privacy Notice covers all data processing activities of Weekend Wheels Driving School Ltd. For any questions, please contact us at driving@weekendwheels.net or visit www.weekendwheels.net