

Andys School of Motoring – Privacy Policy

Effective Date: 01/05/2026

1. Introduction

We are committed to protecting your personal data and respecting your privacy. This policy explains how we collect, use, store, and protect your information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

By using our website or booking lessons with us, you agree to the terms of this policy.

2. What Data We Collect

We may collect and process the following personal data:

- Name
- Phone number
- Email address
- Address (if provided)
- Driving licence details (where required)
- Lesson records and progress notes
- Test booking information
- Website enquiry form submissions
- Dashcam video (external to car only - front and rear)

3. How We Collect Your Data

We collect data in the following ways:

- When you contact us via our website, phone, or email
- When you book or attend driving lessons
- When you provide information required for test bookings
- Through the use of dashcams installed in our vehicles

4. How We Use Your Data

We use your personal data to:

- Respond to enquiries
- Schedule and manage driving lessons
- Assess your progress and readiness for tests
- Communicate important information about your lessons or test
- Comply with legal or regulatory requirements
- Support insurance and safety processes (including dashcam use)

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5. Lawful Basis for Processing

We process your data under the following lawful bases:

- Contract – to provide driving lessons and related services
- Legitimate Interests – to operate and improve our business
- Legal Obligation – where we are required to comply with the law

6. Dashcam Use

Our vehicles may be fitted with dashcams that record video and, in some cases, audio.

These are used for:

- Safety and security
- Insurance purposes
- Incident review and driver training

Footage s:

- Stored securely
- Only accessed when necessary
- Not shared with third parties unless required (e.g. insurers or legal authorities)
- Retained for a limited period and deleted when no longer needed

7. Data Sharing

We do not sell your personal data. However, we may share it where necessary with:

- Driving test booking systems
- Payment processors
- Insurance providers
- Legal or regulatory authorities (if required)

All third parties are required to handle your data securely and in accordance with the law.

8. Data Retention

We only keep your data for as long as necessary:

- Enquiries: up to 12 Months
- Pupil records: up to 12 Months
- Financial records: as required by law
- Dashcam footage: typically retained for a short period (7–20 days) unless required for investigation.

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9. Your Rights

Under data protection law, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate data
- Request deletion of your data
- Object to or restrict processing
- Withdraw consent where applicable

To exercise your rights, please contact us using the details above.

10. Website Forms

When you submit an enquiry through our website:

- The information you provide will be used solely to respond to your request
- We will not use your data for marketing without your consent
- Your data will be stored securely and not kept longer than necessary

By submitting a form, you agree to the processing of your data as outlined in this policy.

11. Data Security

We take appropriate measures to protect your data, including:

- Secure storage systems
- Restricted access to personal information
- Regular review of data handling practices

12. Complaints

If you are unhappy with how we handle your data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

13. Changes to This Policy

We may update this policy from time to time. Any changes will be posted on this page with an updated effective date.

Contact Us:

If you have any questions about this policy or your data, please contact:
Andys School of Motoring
andy@andysschoolofmotoring.co.uk
07884040458