



## GDPR PRIVACY NOTICE

This privacy notice has been produced to help you understand why I, your Pass It! Driving Academy 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 maybe 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 systems, my accounts and potentially digitally on the Pass It! Driving academy systems.

3. I will require your name, address, email address, telephone number(s), date of birth, and provisional driving licence details for the purposes of: Providing my services as a Pass It! Driving Academy instructor so that I may contact you, give 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 systems and potentially on the Pass It! Driving Academy systems. 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.

4. 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 systems so that I can monitor my own personal performance in this regard.

5. 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 Pass It! Driving Academy instructor and for the promotion of the Pass It! Driving Academy brand name as a whole on various secure digital platforms and written media with your expressed permission until you otherwise remove such consent. Please note on social media Pass It! Driving Academy cannot prevent this review/photo from being shared or copied by others but Pass It! Driving Academy would quickly delete all copies on such platforms under our control if you request so. 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 or Pass It! Driving Academy 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](http://www.ico.org.uk/concerns).

Please sign and date below to confirm you have received a copy of this GDPR Privacy Notice.

Name of customer:

Date:

Signature of customer: