



**Privacy Policy** - The General Data Protection Regulation (GDPR)

### **How we use information about you**

We will use your personal details in order to deal with your training and the booking of tests if required.

### **Purpose of using information**

We process information for the reasons mentioned above, this may include:-

Personal details, this may also include sensitive information such as physical or mental health details to ensure we comply with insurance risks. Also this helps us to understand your training needs.

We will only collect and use your personal information where:

You have given us consent to do so

It is in our legitimate business interests, eg fulfilling our role as a training school and in using data for the booking of tests

### **Who information may be shared with**

Our franchisee driving instructors – for the purposes within this policy

DVSA for the booking of tests

We do not share your information with 3<sup>rd</sup> parties for marketing purposes

### **Retention of Data**

We will store and process your personal information for as long as is necessary for the purpose of assisting in training and administration.

Accounts are kept for at least 6 years, so this means that data is held for at least this period of time.

Our data and administration is carried out in the uk, therefore it is unlikely that data will need to be transferred overseas.

### **Your Rights**

To ask what information we hold about you

Request it to be amended if incorrect



Request deletion where there is no compelling reason for its use

Object to the processing of your personal data

If you are unhappy with the way your personal data is being handled, you have the right to complain to the Information Commissioners Office.

### **Website**

By visiting [www.carolinesdrivingschool.com](http://www.carolinesdrivingschool.com) or otherwise interacting with us or our franchisees, you are acknowledging that we may process your personal data in accordance with this policy.

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