

Learning to Drive with Sue Privacy Policy

Our contact details

Name: Sue D’Vaz

Website: www.learningtodrivewithsue.co.uk

Phone Number: 07813 555160

E-mail: suedvaz1@gmail.com

The type of personal information we collect

In line with the UK GDPR, by you taking driving lessons with us you automatically consent and agree to us holding your personal information.

We currently collect and process the following information all data collected and processed is not shared or sold to third parties.

- Names, addresses, telephone numbers, email addresses, driving licence numbers, testimonials, photographs and reflective log notes associated with driving lessons.

How we store and use your data

We hold you information in line with the Data Protection Act 1998 and UK GDPR rules.

- Data is held and stored on our hard drives, mobile phones, tablet and computer and can only be accessed via protected and secured passwords.
- Your information is stored on the Total Drive app which is kept secure. We use Total Drive to book your lessons, store your contact details, record lesson progress, payments etc.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for the following reasons:

- To arrange driving lessons, dates, times, payments and meeting places.

We also use the information that you have given us in order to.

- Publish testimonials and photographs of clients /learners only after they have first given their consent, this information will then be placed on our website:

www.learningtodrivewithsue.co.uk and our business associated social media sites.

- Conduct legal checks on driving licences through the DVSA (Driver and Vehicle Standards Agency).
- We may share this information with the DVSA (Driver and Vehicle Standards Agency) and the DVLA (Driver and Vehicle Licence Agency).

In car Cameras (Dash Cam)

- The tuition car has cameras fitted to the front rear windscreens which are outward facing recording external footage and audio for the protection of yourself, the driving instructor and the public.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting.

Sue D'Vaz at: suedvaz1@gmail.com

(b) We have a contractual obligation.

(c) We have a legal obligation.

How we store your personal information

Your information is securely stored.

We keep names, addresses, telephone numbers, email addresses and driving licence numbers for a period of 2 years We will then dispose your information by deleting all data stored on our hard drives, mobile phones and other electronic devices as well as shredding all hard and physical copies.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at: suedvaz1@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at.

Email: suedvaz1@gmail.com

Website: www.learningtodrivewithsue.co.uk

Telephone: 07817 934965

You can also complain to the ICO if you are unhappy with how we have used your data.

ICO website: <https://www.ico.org.uk>