

RDT driver training Privacy Notice

What Data we need

- Your full name
- Your full address as it is on your diving licence
- Your new address if you have moved home
- Your email address
- Your contact phone number
- Your driving licence number
- Your date of birth

Why we need this information

We need this information so we can contact you by phone or text to arrange your driving lessons. We need your email address so we can send you test booking details and other useful information regarding tests and training.

We need your address and driving licence information so we can locate your home for the initial lesson pick up and for when we book tests on your behalf.

Your personal information has to be accurate or we are unable to book tests on your behalf.

What we do with your Data

We will never share your Data without your permission.

We never share your Data to third parties for marketing purposes

We will share your Data if required to by Law, to prevent crime or fraud or in the case of an accident

How we store your Data and keep it safe

Your Data will be stored in electronic form. In paper form your Data is kept safe and secure and locked away. In electronic form your Data is kept on an iPad with secured log on and finger print ID.

How long we keep your Data

We keep your Data until you are no longer a customer of ours - usually after passing the driving test and we have no further use for it.

How do we destroy your Data

Your Data will be shredded once we have no further use for it.

Your rights

You have the right to request how your Data is processed

You have the right to a copy of your personal Data that we hold

You have the right to request that any inaccurate information is corrected immediately

You have the right to request that we erase your personal Data immediately if we have no justification for keeping it

If you have any questions about this Privacy Policy contact the Data Protection Officer Mr Ronnie Kell

