

## **ALB School of Motoring - Privacy notice (Updated May 2018)**

OUR WEBSITE IS SECURE WITHIN GDPR STANDARDS - THROUGH .....

GDPR MEANS ALB SCHOOL OF MOTORING WILL

- *MANAGE AND PROCESS PERSONAL DATA PROPERLY*
- *PROTECT THE INDIVIDUALS RIGHT TO PRIVACY*
- *PROVIDE AN INDIVIDUAL WITH ACCESS TO ALL PERSONAL INFO HELD ON THEM*

### Introduction

ALB School of Motoring collects and processes your personal information in accordance with this privacy notice. This notice provides you with information regarding our obligations and your rights in compliance with the General Data Protection Regulation (GDPR).

ALB School of Motoring is owned and run by Alan Buckland, whose registered office is at 1 Smokehouse Cottages, Shipley, Horsham, West Sussex, RH13 8PR

### Information That ALB will Collect from You

We will collect data (Name, home/ school/ work address and telephone numbers) directly from you (the customer) during telephone conversations, from email, text messaging, or from your parent or anyone else that you give permission to provide such information required to book driving lessons and form a contract with us.

### How ALB use your personal data

We use your personal data to provide our services or products to you. We may also use Customer Data to telephone, text, email and send you postal (direct mail), to ensure you are fully aware of our terms and conditions, booking confirmation and any other information we deem necessary to fulfil our contract with you.

We may use driving lesson recording devices, like dashcams or similar video recording devices that are used to enhance your training experience. The data and footage captured may also be used as evidence in the event of an insurance claim/ police investigation.

All of our staff understand GDPR and are aware of our policies.

Upon the successful passing of your practical driving test, we may request a photograph that we can place on our website and social media such as Facebook for marketing purposes. It is your absolute right to refuse or consent to having a photo taken and for its use as part of our marketing strategy

### Data disposal

We will dispose of your data once you have left our tuition or when you ask us to erase your data. This data will be deleted from all electrical devices it is stored on and any hard copies/ written copies of any personal data will be shredded.

### ALB Students right to object

At any point you can object to us using your data for any marketing purposes. \*Please note\* Objection to you data being used to enable ALB to book lessons for you and to be able to find your location for your lesson ,will mean that our contract for tuition will not be able to be achieved.

**We respect your privacy at all times. Your information will never be disclosed or shared with others without your consent, unless required to do so by law.**

Sharing or Disclosing Your Personal Data We will never disclose or share your data with others without your consent - within the company we do not book practical tests or theory tests, that is left to each individual to do.

### Your Rights

Under GDPR you have the right to access personal information that ALB School of Motoring processes about you.

You can request from us information about –

- The personal data we hold about you
- The categories of personal data concerned
- The purposes of the processing
- Details to whom your personal data has/will be disclosed
- How long we retain your personal data
- If we did not collect the data directly from you, information about the source

You may also request from us the following-

- That we update any incomplete or inaccurate data about you
- Request that we delete your personal data in accordance with GDPR

You may request we action your rights by contacting us at ALB School of Motoring, 1 Smokehouse Cottages, Shipley, Horsham, West Sussex, RH13 8PR. Or by emailing us at [albschoolofmotoring@tiscali.co.uk](mailto:albschoolofmotoring@tiscali.co.uk) -we will provide a response within 2 weeks.

Inline with protecting your details we will ask for you to confirm your identity before we disclose any personal details.

### Security & Safeguarding Measures

All personal data collected is transferred and stored securely, using industry encrypted mobile devices and laptops. Any written data logs are stored in a lockable briefcase.

Our team is trained on the importance of Privacy and Data Protection and will adhere to our internal policies.

### How Long ALB Retain Your Data

ALB School of Motoring only retains personal information for as long as is necessary. For further details on our data retention periods please contact us.