



## General Data Protection Regulations (GDPR) Privacy Notice

This privacy notice has been produced to help you understand why I am required to obtain and store your personal information, how it will be used and who it might be shared with. The notice will also remind you of the rights you have under GDPR.

I may collect the below information

1. I will keep written and secure digital records of all payments made, lesson appointments booked, and lessons delivered for the purpose of maintaining accurate accounting records I am legally required to keep these for 6 years.
2. I will require your name and address, email address, telephone numbers, date of birth and provisional driving licence details.
3. I will hold records of your learning progress in my student record system.
4. I will hold records of your tests, passes, and fails and information obtained from your driving reports, so I can monitor my own personal performance in this regard.
5. With your consent, when you pass your test I would like to take a photograph of you and a written review, to promote my services. Please note on social media, I have no control over this image being shared.
6. I use a dashcam in my training vehicle. It is used to aid your learning and to support any insurance claim in the event of an accident. Should I need it for any other purpose I would seek your permission. Outward facing cameras record outside the vehicle.

Pupil.....

Parent/Guardian.....

Date.....