



Devon Training Privacy Policy

Devon Driver Rider Training is committed to safeguarding and respecting your privacy and choices in accordance with the General Protection Data Regulation (GDPR) (Regulation (EU) 2016/79).

What and how we treat your data:

- We only collect information that we need for billing or training purposes. The only other reasons we may hold your data are for financial records, any legal requirements or as required by National/International Government legislation.
- We keep it secure whether in electronic or paper based formats.
- Ensure it is relevant and up to date (To this end, we ask you to update us if your information changes from what you provided us initially).
- We only hold as much information as we need and only for as long as we need it (normally no longer than six months after your last session with us).
- We will show you the information we hold for you, on request.

Our Privacy Promise (updated May 2018)

- We respect your privacy and choices.
- We make sure privacy and security are embedded in everything that we do.
- We will not send you marketing communications unless you have asked us to. You can change your mind at any time.
- We will never sell your personal data or pass it to third parties unless you ask us to.
- We are committed to keeping your personal data safe and secure. This includes only working with trusted partners who have signed up with the ICO (Information Commissioners Office)
- We are committed to being open and transparent about how we use your personal data. If you are not sure, please ask us.
- We will never use your personal data in ways that we have not told you about.
- We respect your rights and will always try to accommodate your requests as far as possible in line with our own legal and operational responsibilities.

Your information:

We will only keep your personal data, provided in your Driver Contact Sheet, for as long as we need to provide you with your requested service or to meet our commercial or legal obligations.

Your contact number and address is given to your instructor to help arrange lessons and as an initial point of contact. This information is also deleted and/or destroyed within six months of your last session with us.

Our website:

Our website may use cookie data to allow you to interact with our website. There is no personal information taken by us unless you fill in a 'contact us' form.

If you follow a link on our webpage or our social media platforms or our google drive 'information folder', it may take you to other webpages or links for which we have no control. These websites have their own privacy policies and we do not accept responsibility or liability for these policies. Please check these policies before you share any personal data with these websites.

Your rights and choices

- You have the right to be informed of what information we hold about you.
- The right of access to that information.
- The right to rectification if the information is wrong.
- The right to withdraw your consent at any time for any personal data processing based on your consent.
- The right to object to processing based on legitimate interests.
- The right not to be subject to a decision based solely on automated decision making.
- The right to lodge a complaint.
- The right to data portability if so requested by you.
- The right to restriction (We do not share data unless you ask us to).

Any Questions?

In the first instance please contact Sarah: sarah@devon.training if you have any queries or require clarification. Your instructor may also be able to help.

- Sarah is the Data Processor for Devon Training
- Devon Training is the Data Holder

Andy Phillips (T/A Devon Training): 20 Harcombe Field, Sidford, EX10 9QW – 07878 543 413