

# GDPR & Privacy Policy

This privacy notice has been produced to help you understand why Positive Evolution may obtain and store your personal information, how it will be used, who it might be shared with and how long it might be kept.

The notice will also remind you of the rights you have under the General Data Protection Regulations (GDPR).

Where the information is not necessary for us to deliver the services you require from us, it may be necessary for me to obtain your consent to, either collect such information in the first place, or use it for other purposes than you would legitimately expect.

CCTV may operate within this organisation's training vehicles. Images and audio obtained from inside and around the vehicle may be shared with local police forces, insurance companies, or brokers in the event of an incident taking place. These recorded images and audio may also be shared internally within Positive Evolution for quality assurance or complaints purposes. Such images and audio may also be shared across platforms in the public domain for education or entertainment purposes, until such time as permission is removed.

Below is a list of the personal information that may be collected and how it may be used; With your consent, we may need to keep your credit/debit card details for the purpose of receiving payments from you for our services or products. This information will be stored in a secure manner to ensure your personal data rights are not breached and until such time as you cease to use our services, or formally request us to erase/destroy such information sooner. In either case your information will be disposed of securely.

We will keep written or digital records of all payments made, lesson appointments booked and delivered for the purpose of maintaining accurate accounting records as is legally required for a period of six years. After which point, accounting records and any supporting personal information will be disposed of in a secure manner.

We will require your name, address, email address, telephone number(s), Date of Birth, provisional driving licence details and National Insurance number for the purpose of; Providing services as a Driving Instructor so that we may contact you or find you in a legitimate pursuit of this role, until you notify us that our services are no longer required by you. Such information will be recorded in a paper-based or digital format within our records system. This information may also be used in order to book a practical driving test on your behalf.

Providing you with promotional offers in relation to our business with your express permission until you otherwise remove such consent.

Sharing of information within Positive Evolution, to assist with the quality, safety and security of our members, including any financial matters .

Maintaining accurate accounting records, as legally required, for a period of 6 years.

We will hold records of your learning progress in our student records system and within a secure digital platform. This is to identify your progress and keep track of where you are in the training program at any point in time. This information may be shared between members of Positive Evolution in order to assist in providing interim/replacement lessons, or to help provide an improved lesson plan to you or other to ensure a high standard of driving lessons is achieved, along with effective running of the Driving School.

We will keep records of test passes and failures, noting where faults may have occurred on the test report in order to improve personal performance. Figures obtained from this information may also be used for promotional matters. Information from test results may be shared within Positive Evolution to assist in the quality control of our members. With your consent, upon passing your test, we may like to photograph you and ask you for a written review of Positive Evolution, for the purposes of promoting our business, or the Positive Evolution brand as a whole.

This may be shared on a private secure platform (our business website), or through social media, or written media outlets, with your permission until you otherwise remove such consent. Please note social media platforms and Positive Evolution cannot prevent reviews/photographs from being shared or copied by others. We will delete all copies of such information on our social media platforms if you so request.

Any personal information not disposed of as stated above will be securely destroyed following 6 years from being received unless you consented to enable me to retain it for a longer period.

Positive Evolution cannot take responsibility for how your instructor handles your personal information. Information shared with Positive Evolution is shared by your instructor under the understanding and reasoning stated in this policy. The individual instructor is responsible for making sure there is no breach of this policy and that your legal rights are upheld.

If you wish to make a complaint about the way an instructor or Positive Evolution have processed/used your personal information, you can contact the Information Commissioner's Office (ICO), as the Statutory body in the UK which oversees data protection law, by visiting: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)