

## **How we use your data**

Under the new GDPR regulations that became EU law on 25th May 2018, we have to inform you how we use your data.

When you commence driving lessons with Richard's School of Motoring Devon, you form a contract between yourself and your driving instructor. In order for your driving instructor to conduct your lessons, there is some basic information which we need to retain. This is as follows:

Contact telephone numbers including mobile phone.

Home and/or pick up addresses.

Email address.

Place of work.

Next of Kin details.

We use this data for communication and invoicing purposes. Your instructor may contact you by calling or texting you on the numbers you provided or by emailing you on the email address you provided.

Your instructor may also wish to communicate with you via social media (Facebook, Instagram, Twitter) and they may also wish to post your test pass result on a social media channel with a picture of you and a small write up.

Your instructor will make notes or scores on your progress from lessons. These notes (track record) will be filled in during lessons and then left with you to keep and bring to your next lesson. This means you are responsible for that data.

Your instructor will securely retain your details in a password controlled system for accounting purposes for a period of 7 years following the completion of your driving lessons with your instructor.

Your instructor will not share any of your data with any other party unless specific permission is sought from you first.

Under the GDPR regulations, you have a right to know what data we hold on you and how we use it. If there are parts of your data usage you would prefer us not to use then please specify this in the space below:

Please note: Communication is vital for your instructor to run their business therefore if your instructor is not happy with the level of data you have supplied, then your instructor may refuse to offer you driving lessons.