

# **SP Driving School and www.spdrivingschool.com Privacy Policy**

*This privacy policy will explain how SP Driving School and [www.spdrivingschool.com](http://www.spdrivingschool.com) uses the personal data we collect from you.*

- **Your Personal Details**

*SP Driving School and [www.spdrivingschool.com](http://www.spdrivingschool.com) request personal details from customers enquiring with regard to driving lessons either in person, over the phone, email, text or a contact form via our website. Those details are:-*

- *Personal Identification Information (Name, Email, Address, Phone Number, DOB etc)*
- *Driving License Details*

- **How do we store your data?**

*All details are securely held with no details being passed to third parties and are only to be used by SP Driving School and [www.spdrivingschool.com](http://www.spdrivingschool.com).*

*SP Driving School will keep your data for 6 years. Once this time period has expired, we will delete your data from our secure servers, there are no paper copies and the only information retained is payment details.*

- **Marketing and Social Media**

*SP Driving School uses our website [www.spdrivingschool.com](http://www.spdrivingschool.com), facebook, google, twitter and instagram to promote our business.*

- **Payment Details**

*All card payments are completed in person using a chip & pin mobile terminal supplied by [www.sumup.co.uk](http://www.sumup.co.uk). Receipts for card payments are issued on request at time of transaction by text or email to the clients registered details. Receipts can be re-requested at a later date with no charge.*

- **Data Protections and GDPR**

*SP Driving School and [www.spdrivingschool.com](http://www.spdrivingschool.com) comply fully with the Data Protection Act and ICO (Information Commissioners Office).*

*SP Driving School's ICO registration number is: **ZA349598***

- **What are your data protection rights?**

SP Driving School would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request SP Driving School for copies of your personal data.

**The right to rectification** – You have the right to request that SP Driving School correct any information you believe is inaccurate. You also have the right to request SP Driving School to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that SP Driving School erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that SP Driving School restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to SP Driving School's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that SP Driving School transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Call us at: 07392 832547

Or write us: 6 Balboughty Farm Cottages, Perth, PH2 6AA

- **CCTV and Dash Cam Footage**

CCTV and Dash Cam Footage comply with regulation under the data protection act and also GDPR. These methods are used for training and also employee and customer safety.

- **Changes to our privacy policy**

SP Driving School keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 23rd May 2019.

- **Contact Details**

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [steve@spdrivingschool.com](mailto:steve@spdrivingschool.com)

Call us: 07392832547

Or write to us at: 6 Balboughty Farm Cottages, Perth, PH2 6AA

- **How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that SP Driving School has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Website : <https://ico.org.uk/make-a-complaint/>