

Privacy Policy

Your Instructor is a Self Employed member ('Your Instructor') of Salisbury School of Motoring (SSM) ('we', 'us', 'our'). Our main address is 34 Wilman Way, Salisbury, Wiltshire SP2 8QS.

DATA WE COLLECT AND HOLD

SSM Instructors may collect the following data:

- Name, DOB, gender/age, address, email address, mobile number
- Driving licence number, and driving licence check code information, including endorsements and convictions
- Records of your lessons, contact with us and payment details
- Information about your health and medical conditions
- Theory and practical driving test information, dates, times, and reference numbers

HOW WE COLLECT DATA

You directly provide your SSM Instructor with most of the data we collect, through submitting contact forms, messages whilst booking driving lessons either directly or via family members who enquire on your behalf. We may also receive your data indirectly from the DVSA when viewing your license, theory or practical driving test information online.

REASONS FOR HOLDING AND SHARING DATA

SSM collects your data so that we can:

- Provide driving lessons or other services to you
- Contact you with updates to driving lessons, services, or theory or practical driving tests
- We may share your email address with third party providers such as Theory Test Pro or Driving Test Success to enable you to access free theory test support.
- We may share your data with other SSM Instructors as part of administering lessons
- We will supply your details to any police authority, insurance company or fraud investigation team should we be legally required to do so.
- We will share your data with the appropriate authorities should a safeguarding issue arise.
- Your data is stored securely on My Drive Time - the diary management system we use. My drive time have their own privacy policy.
- Upon your request, we can book a theory or practical driving test for you, sharing your information (provided by you), with the DVSA.

CHANGES TO YOUR PERSONAL DATA

Please inform your instructor if there are any changes to your personal data.

STORING DATA

We will securely store your data on instructor's personal, password protected computers, laptops, or phones. Any paper records are stored securely at instructors home addresses.

By law, we are required to keep your data and information for 5 years. Once this time period expires, your digital data will be deleted, and paper records and data will shredded securely.

YOUR DATA PROTECTION RIGHTS

Under UK data protection law, all individuals are entitled to the following:

- The right to access the information we hold about you
- The right to rectify any information that we hold, that you believe is incorrect or incomplete
- The right to erase any information we hold about you, under certain conditions
- The right to restrict the processing of your personal data, under certain conditions
- The right to request for us to transfer your data to another organisation or business

If you make a request, we will endeavour to respond and complete your request within 7 working days. You can make any requests to Jane at 34 Wilman Way, Salisbury, Wiltshire SP2 8QS.

You have the right to complain to the Information Commissioner's Office which enforces data protection laws - <https://ico.org.uk/>.

MARKETING

The majority of marketing and advertising is done through our Facebook page.

We may, however, contact you from time to time to provide information in relation to driving lessons, services, important DVSA updates, theory and practical driving test updates, and government advice that is important for you to be aware of. If you would prefer not to receive these important updates, you can opt out at any time.

THIRD PARTY WEBSITES

Our website www.ssmtuition.co.uk contains links to other websites. Our privacy policy only applies to us and our website, so if you click on a link to another website, you should read their privacy policy.

CHANGES TO OUR PRIVACY POLICY

SSM regularly reviews our privacy policy. This privacy policy was last updated on 18 March 2021.

CONTACT US

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