

Fair Processing Notice

At The Association of Trainers (ASOT) Ltd we're committed to protecting and respecting your privacy. This policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

By attending this training, you're agreeing to be bound by this policy. Any questions regarding this policy and our privacy practices should be sent by email to ross@asot.org.uk or in writing to Ross Lockett, Chief Executive Officer, The Association of Trainers Unit 18, Gladiator Way, Glebe Farm Ind Est, Rugby, Warks, CV21 1RX, or by calling 01788 577877

How do we collect information from you?

We will collect data from you when you contact us, either on the telephone or via email, also add information to the daily roll call

What type of information is collected from you?

Name & Driver Licence Details. We may also collect, contact details, photographic image and payment Details

How is your information used?

We will use your information to:

- upload completed periodic training hours on the Government's Recording and Evidencing (R&E) database; you can find out more about how your data is used on that database at <https://www.gov.uk/government/publications/driving-standards-agency-privacy-policy/dsa-privacy-policy>
- provision of an attendance certificate,
- notify you of changes to our services.
- send you communications which you have specifically requested and that may be of interest to you.

We are legally required to hold information, data about your periodic training, to fulfil our statutory obligations for up to six years,

Who has access to your information?

Your information will be shared with JAUPT¹ for them to monitor and manage approved centres and the training uploaded to the DVSA system, and where necessary shared with member state authorities to confirm Driver CPC entitlement abroad.

How you can access and update your information?

The accuracy of your information is important to us. If you would like to access to the data, we hold on you please contact: by email to ross@asot.org.uk or in writing to Ross Lockett, Chief Executive Officer, The Association of Trainers Unit 18, Gladiator Way, Glebe Farm Ind Est, Rugby, Warks, CV21 1RX, or by calling 01788 577877

You have the right to ask for a copy of the information ASOT hold about you. You have the right to request that the data we hold on you is erased or rectified. For example, if you don't want us to use your information for views and comments on the services we provide, you can ask to have your contact details removed.

If you would like a copy of the information JAUPT holds about you, please make a request in writing to the following address: 9 Warren Yard, Milton Keynes, MK12 5NW or email enquiries@jaupt.org.uk

How do I complain to the regulator?

If you would like to complain about the way we handle data please visit: <https://ico.org.uk/concerns/>