Lune Valley Driving School

Privacy Notice

At Lune Valley Driving School, I take your privacy seriously. This notice explains what personal information I collect, why I need it, how I look after it and your rights.

1. Who I Am

Lune Valley Driving School
Bryan Ingram — DVSA Approved Driving Instructor (ADI)
Telephone: 07348 743984
Email: lunevalleydrivingschool@gmail.com
Website: www.lunevalleydrivingschool.co.uk

2. Information I Collect

To provide and manage your driving lessons, I may collect:

- your name and contact details;
- driving licence information;
- lesson, booking and progress records;
- payment records; and
- information you provide when contacting me.

I only collect information that is reasonably needed to provide and manage my services.

3. How I Use Your Information

I may use your information to arrange and provide lessons, manage bookings and payments, keep appropriate records, assist with driving-test arrangements, respond to enquiries or complaints, and meet legal, insurance or regulatory requirements.

4. Photos and Social Media

To celebrate pupils' achievements, I may ask to take a photo after you pass your driving test.

With your permission, your photo may be shared on the Lune Valley Driving School website or social media. Taking part is completely optional and choosing not to have your photo taken or shared will not affect your lessons or the service you receive.

You can withdraw your permission for future use at any time by emailing lunevalleydrivingschool@gmail.com. Where reasonably possible, I will remove your photo from the website and social media, although I may not be able to remove copies that have already been shared or saved by others.

5. Sharing Your Information

I will never sell your personal information.

I may share information with trusted organisations where reasonably necessary to provide my services, process payments, deal with insurance matters or meet legal or regulatory requirements.

6. How Long I Keep Information

I keep personal information only for as long as reasonably necessary. Some records may need to be kept longer for legal, accounting, insurance or regulatory reasons. Information that is no longer required will be securely deleted or disposed of where reasonably practicable.

7. Keeping Your Information Safe

I take confidentiality very seriously and take reasonable steps to safeguard your personal information against loss, misuse and unauthorised access. I am also registered on the Information Commissioner's Office (ICO) Data Protection Register.

8. Your Rights

Depending on the circumstances, you may have the right to ask for a copy of your information, have incorrect information corrected, request deletion or restriction of your information, object to certain uses, or withdraw consent.

To ask about your information or exercise your rights, email lunevalleydrivingschool@gmail.com.

9. Website Cookies

The website may use cookies to help it work properly and understand how it is used. Where consent is required, you will be asked for it.

10. Questions or Complaints

If you have any concerns about how your information is handled, please contact me first at lunevalleydrivingschool@gmail.com and I will do my best to resolve them.

You also have the right to complain to the Driver and Vehicle Standards Agency (DVSA).

11. Updates

I may update this notice from time to time. The latest version will be available on the Lune Valley Driving School website.

Lune Valley Driving School
Bryan Ingram