

Privacy Policy

In this policy **you** will be the pupil and **I** will be Pass with Prior.

This privacy policy has been produced to inform you why **I**, Graham Prior (trading as Pass with Prior) need to hold information about **you**, what information I need to keep and why.

By starting to learn to drive with me you will need to agree and sign my terms & conditions which will also mean you agree to this privacy policy.

The information I will hold about you will include;

Name,
Date of birth,
Address,
Driving license number,
Email address,
Contact number,
Parent(s) name(s),
Parent(s) address,
Payment details / receipts,
Test results,
Any other information you voluntarily provide me with either when requested or not

This information will be held by me for the whole duration of your driving lessons with me. Once you pass your driving test the information will be deleted and destroyed. If you decide to cease your driving lessons with me I will keep your information for 1 year after your last driving lesson at which point it will be destroyed. The only data I will keep is payment details such as income amount and whom from, as requested by me by HMRC. This will be destroyed after 6 years. I will keep driving test results which will include your name and the test faults. This is to help me as a business and future pupils. If you do not wish your name to be recorded please request this.

Your data will be kept by me, Graham Prior, on my mobile devices and on the third party app Total Drive which is designed for driving instructors. To view their privacy policy, please see the following link <https://www.totaldrive.app/info/privacy.pdf> I will need to keep some paper receipts of payments & your test results will be kept on my laptop in spreadsheet format.

By taking your driving test with Pass with Prior you agree to have your photo on social media, usually but not limited to Facebook. If you wish to not have your photo posted please request this.

You also agree to me contacting you via but not limited to; SMS, telephone call, Whatsapp, Email, Facebook messenger (Pass with Prior) if your first contact was through this medium.

You have the right to see what data I hold about you and may request that it is deleted at any time however this may mean you will be unable to continue your driving lessons with me.

Thank you for reading this privacy notice. It serves as an agreement between **you** (the pupil) and **me** (Pass with Prior) of how I will process your personal data.