

Privacy Notice for Driver CPC Training Courses

1. About this training

R3 Road Risk reduction Ltd. provides Driver CPC periodic training for individuals who drive professionally in the LGV sector.

We are committed to protecting and respecting your privacy. This notice 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 are agreeing to be bound by this policy.

The data controller for this training is **R3 Managing Director** – a data controller determines the reasons and how personal data is processed. For more information, see the Information Commissioner's Office (ICO) [Data Protection Public Register](https://ico.org.uk/for-the-public/data-protection/register/).

R3 Road Risk reduction Ltd. registration number is **ZB302132**

2. What data we need

The personal data we collect about you from will include:

- contact details
 - name
 - address
 - telephone number
 - email address
- photographic image of drivers (remote delivery only to evidence attendance)
- driver licence details
 - photographic image of entitlements
 - driving partial driving licence number
- payment details
- CCTV (if applicable)

Please note: These are example categories only. You should review and update this list to reflect the specific types of personal data your organisation processes.

The lawful basis for processing this data is the legal obligation under Vehicle Drivers (Certificates of Professional Competence) Regulations 2007.

3. Why we need it

We need your personal data to:

- send you details of the course
- pay for the course
- confirm your identify
- attend the course
- Issue of an attendance certificate
- 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 the database at [Personal information charter - Driver and Vehicle Standards Agency - GOV.UK](#)

4. What we do with it

We collect, use and store the data you give us for the reasons set out in the policy.

The data is held digitally secure only by **R3 Road Risk Reduction Ltd.** At their base in Milton Keynes.

We will not:

- Sell or rent your data to third parties
- Share your data with third parties for marketing purposes

Your personal information may be shared with the Driver and Vehicle Standards Agency (DVSA) and/or the Driver Vehicle Agency (DVA) for the purpose of managing and monitoring approved training providers and periodic training courses, where necessary shared with member state authorities to confirm Driver CPC entitlement abroad.

It may also be shared with [Competence Assurance Solutions \(CAS\)](#), who conduct audits on behalf of the Competent Authorities to ensure ongoing quality assurance and compliance with regulatory standards.

DVSA use an external company called Competence Assurance Solutions (CAS) for the purposes of auditing a training provider.

We will share your data if required to do so by law – for example, by court order, or to prevent fraud or other crime.

5. How long we will keep your data

We'll only keep your personal data for as long as it is needed for the reasons set out in this policy or as long as is required by law.

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

We will hold your personal data for:

- Six years number of years for *Licence and attendance data*

6. Where it might go

Our IT infrastructure and technology has been checked to make sure it's safe and secure.

7. Your rights

By law, you have the right to:

- view your data - you can access your personal data free of charge and in digital format.
- be informed - you should know and understand what happens with your data and why.
- limit how your data is used - you can block and put restrictions on how your data is used, if it's inaccurate or unnecessary.
- say no - you can stop direct marketing and data processing when there's no 'compelling reason' to do it.
- make changes to your data - you can update any data about you that's out of date or false, without delay.

You have certain rights under data protection legislation, including the right to access, correct, or request the deletion of your personal data. If you wish to exercise any of these rights, please **contact us** using the details provided below.

8. Changes to this notice

We may change this privacy notice at our discretion at any time.

When we change this notice, the date on the page will be updated. Any changes to this privacy notice will be applied to you and your data as of the revision date.

We encourage you to periodically review this privacy notice to be informed about how your data is protected.

9. How to contact us

If you have any questions about anything in this document or if you consider that your personal data has been misused or mishandled, you can contact the Data Protection Officer at:

[Steve Lewis](#)

Managing Director, R3 Road Risk Reduction Ltd.

48 Westbrook End, Milton Keynes, MK17 0DF

steve@r3training.com

You may also make a complaint to the [Information Commissioner](#), who is an independent regulator.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk

Contact form: <https://ico.org.uk/global/contact-us/email/>