

# MB School of Motoring

## PRIVACY POLICY

This policy is for the business of MB School of Motoring and governs the privacy of all students. The policy sets out the areas where user privacy is concerned and complies with the General Data Protection Regulation (GDPR). The business is also registered with the Information Commissioners Office (ICO).

### PERSONAL DATA

MB School of Motoring asks for and holds personal data. Its sole use is for the functioning of the business and is not shared with third parties.

### TYPE OF DATA HELD

MB School of Motoring holds: Names, Addresses, Telephone Numbers, Date of Birth, E-Mail address and Driving Licence Number.

### WHERE THE DATA IS HELD

The data is collected and stored on a hard copy and a tablet. There are no other copies available and it is stored safely by your Instructor. . Names and Telephone Numbers are stored on a mobile phone.

### WHY WE REQUIRE THE DATA

The data is used to contact customers to arrange times, payments and meeting places for their driving lessons. The data is also used to book their driving test with the DVSA on the government website. A brief summary of each lesson is stored on a tablet.

### REMOVAL OF DATA

All individual customer data is destroyed/deleted after the customer no longer requires the services of MB School of Motoring.

## TERMS AND CONDITIONS

The lesson fee shall be paid in advance of each lesson.

Your Instructor is not available for driving tests on weekends or bank holidays.

The student will give the Instructor a minimum of 48 hours notice to cancel or change a lesson, otherwise the lesson fee will be payable

The Instructor reserves the right to substitute another car in the event of mechanical breakdown or rearrange any lessons to a mutually convenient time without liability. The Instructor is not liable for any loss of test fees due to mechanical breakdown.

The Instructor will be appropriately insured for the purposes of driving tuition and driving tests with a DVSA examiner.

The student will ensure that they hold the appropriate valid licence to drive the tuition vehicle.

The Instructor reserves the right to refuse the use of the tuition vehicle for the driving test, if in his opinion, the student is not safe to proceed with the test, in which case the instructor will not be liable for any loss of test fee.

**The student will be bound to the terms and conditions of MB School of Motoring once driving lessons have commenced.**