

At RTITB we're committed to protecting and respecting your privacy and this policy. Your data will be held in accordance with the privacy policy of RTITB which can be found at www.rtitb.com/privacy-policy 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 dataprotection@rtitb.com or in writing to Data Protection Officer, Access House, Halesfield 17, Telford, TF7 4PW. Alternatively, you can telephone 01952 520200.

What type of information is collected from you?

- ◆ Your personal data, including your contact details
- ◆ Your photographic image
- ◆ Driver licence details
- ◆ Payment details
- ◆ Any other information we obtain directly from you or third parties, or as a result of our relationship with you in our capacity as a Consortium Lead and in providing goods and services to you

How is your Information used?

- ◆ 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>
- ◆ Complete an attendance certificate;
- ◆ Notify you of changes to our services;
- ◆ Providing verification services
- ◆ To contact you with service communications relating to your training

We review our retention periods for personal information on a regular basis. 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.

Who has access to your information?

- ◆ Your information will be shared with JAUPT 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.
- ◆ RTITB (Which is the trading name of Capitb Ltd)
- ◆ Other third parties to the extent necessary to allow us to provide the services to you

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: Data Protection Officer at Access House, Halesfield 17, Telford, TF7 4PW. Alternatively, you can telephone 01952 520200. You have the right to ask for a copy of the information we hold about you. You have the right to request that the data we hold on you is rectified.

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/> or contact our Data Protection Officer at Access House, Halesfield 17, Telford, TF7 4PW.

Please ensure you have signed the Data Consent section on the MDRS driver registration form