



## **GDPR – Collection of Personal Data**

The law has recently changed regarding the collection and use of personal data and this is how ABBA Driving School complies with the new regulations. Your privacy is important to us and we will always strive to treat your data with respect and in strict confidence.

### ***Why do we collect your data?***

We need to collect a certain amount of information in order to establish a contract to provide you with our services.

### ***How do we collect your data?***

We will gather data when you first contact us and at other times when you make a purchase from us or directly from one of our instructors. This data would be collected during a phone call, website, email, Facebook or personal contact.

### ***What sort of data do we collect and retain?***

Because most of our dealings are with individuals, there is a limited amount of information we collect and retain. This information would be limited to name, address, contact phone no and an email address. We will never retain credit/debit card details and you will always be asked for those again every time a purchase is made.

### ***What do we do with your data?***

We use your data with the sole purpose of communicating with you and tracking any purchases you make from us. We will also share this information with your allocated instructor, but will not use it for advertising or marketing purposes.

### ***How long will we keep your data?***

We will keep your data for a period of two years after you pass your test or stop lessons with us at which point they will be deleted.

### ***Do we share your data?***

We do not share any of your data with any third party or organisation other than the instructor we allocate you to as above unless legally obliged to do so by way of a court order.

### ***What are your rights?***

The new regulations provide you with wide-ranging rights over your data. You are strongly advised to know and understand your rights and how and when you may exercise them.