



Cardiff. CF5 3NN

Telephone Number 07715 947630

## GDPR Policy

Last reviewed: 12<sup>th</sup> March 2023

---

### WHAT Navigator Driving School DOES WITH THE INFORMATION THAT WE HOLD ON FILE.

- To meet requirements of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

- This Privacy Notice provides information about the collection and processing of web forms collected on the website [www.navigatordriving.co.uk](http://www.navigatordriving.co.uk)

### THE COLLECTION OF PERSONAL INFORMATION:

Navigator Driving School collects information on personal information entered via its web forms and when contact is made.

### PERSONAL INFORMATION HELD

- Name, address, email, and contact number.

### Media collection:

Navigator Driving School and any of its employees, can and may, by means of images, videos and sound files, may store files which can and maybe used for social media posts, social media ads and advertising. These files will not show or identify any individuals unless agreed and consent is given. Further information on our Media Collection can be found on Navigator Driving School Media Collection Policy.

### SHARING INFORMATION:

Navigator Driving School will not share any information with any outside agencies, companies or persons without the client's consent unless clear and identifiable danger/harm is evident to a person or persons.

### DATA PROTECTION OFFICER:

To ensure compliance, GDPR introduces a duty for data controllers such as Navigator Driving School to appoint a data protection officer (DPO). The DPO is the data protection expert within Navigator Driving School and forms the link with the public and the employees of the organisation in relation to the processing of personal information held. Our DPO is Lloyd Haines, a previous publishing and privacy lawyer at Hugh James Solicitors. Any data protection queries should be addressed to him via email at [Lloyd@haines.co](mailto:Lloyd@haines.co)

His role includes:

- Informing and advising Navigator Driving School (and our employees) of their data protection obligations.



Cardiff. CF5 3NN

Telephone Number 07715 947630

- Monitoring compliance with the Regulation, including the assignment of responsibilities.
- Awareness-raising and training of staff involved.

- Providing advice where requested as regards the data protection impact assessments (DPIAs) and monitoring compliance and performance.

- Engaging with the Information Commissioner's Office or relevant Supervisory Authority. ADDITIONAL INFORMATION Navigator Driving School places a high value on the importance of information security and has a number of procedures to minimise the possibility of a compromise in data security. Navigator Driving School will endeavour to ensure that information is kept accurate at all times and processed in accordance with our legal requirements.

### **YOUR RIGHTS UNDER THE DATA PROTECTION ACT 2018 AND GENERAL DATA PROTECTION REGULATION (GDPR).**

The Data Protection laws give individuals certain rights in respect of personal information held on them by any organisation.

These rights include:

- The right to ask for and receive copies of the personal information held on yourself, although some information can sometimes be legitimately withheld;
- The right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- The right to ask for incorrect information to be put right;
- The right to request that information is not processed.

Navigator Driving School is vigilant in complying with the seven data protection principles to the extensive GDPR:1.

1. Personal data must be processed lawfully, fairly, and in a transparent manner in relation to the data subject (Article 5(1)(a)).

2. Personal data must be collected only for specified, explicit and legitimate purposes. It must not be further processed in any manner incompatible with those purposes. (Article 5(1)(b).)

3. Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed (Article 5(1)(c)). The introduction of a "necessity" requirement is likely to make it more difficult for data controllers to collect data for some general or as yet unspecified future use.

4. Personal data must be accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that data that is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay (Article 5(1)(d)).



Cardiff. CF5 3NN

Telephone Number 07715 947630

5. Personal data must not be kept in a form that permits the identification of data subjects for longer than is necessary for the purposes for which the data is processed (Article 5(1)(e)). Personal data may be stored for longer periods if it is processed solely for archiving purposes in the public interest, scientific or historical research, or statistical purposes. This is subject to the implementation of appropriate data security measures designed to safeguard the rights and freedoms of data subjects.

6. Personal data must be processed in a manner that ensures its appropriate security (Article 5(1)(f)). This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage. In this regard, data controllers and processors must use appropriate technical or organisational security measures.

7. The data controller is responsible for and must demonstrate compliance with the other data protection principles (Article 5(2)).

#### **SEEKING FURTHER INFORMATION:**

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information or wish to exercise your rights under the Data Protection Act 2018 and General Data Protection Regulation, you should contact:

- Navigator Driving School –07715 947630.
- The Information Commissioner's Office helpline –02920 678 400 (Wales helpline) or 0303 123 1113 (UK helpline)

---

John Reynolds

FOUNDER

Navigator Driving School