



This policy sets out how DDE uses and protects any information that we hold about you.

DDE is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified or that the court or other government department has supplied to us then you can be assured that it will only be used in accordance with this privacy statement.

a. What we collect

We may collect the following information:

<ul style="list-style-type: none">• name• address incl. postcode• date of birth• email and phone [mobile and land line]• name of the court that convicted you• case number• details of conviction	<ul style="list-style-type: none">• dates we contacted you• brief notes of our contact• course booking information• counterfoil of your payments• quiz scores – to check our effectiveness• Certificate or Notice of Non-Completion data
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b. What we do with the information we gather?

We require this information to for the following reasons:

- internal record keeping and to provide you with a service
- to compile statistical information for* the DfT, DVSA or JAUPT
- to provide either a Certificate of your course completion or Notice of Non-Completion
- to provide evidence for JAUPT audits

c. Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect about you.

d. Links to other websites

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

e. Controlling your personal information

We will not sell, distribute or lease your personal information to third parties. We will only supply your personal information to any third party where we are required to by law.

You may request details of personal information which we hold about you. A small fee may be payable. If you would like a copy of the information held on you please contact us, our details are on the 'Contact us' page.

If you believe that any information we are holding on you is incorrect or incomplete, please tell us as soon as possible. We will promptly correct any information found to be incorrect.

We will not hold any personal information for longer than 7 years after your completion deadline.

Data Protection Registration Number: **Z4725373**. The Information Manager is Roger Singer.

* Department of Transport, Driver and Vehicle Standards Agency, Joint Approvals Unit for Periodic Training.