

# Driver & Vehicle Standards Agency

## Fair Processing Notice

Your personal data includes your contact details, your photographic image, driver licence details and payment details, together with any other information we obtain directly from you and from third parties, or as a result of our relationship with you in our capacity as a Driver CPC approved Training Centre and in providing goods and services to you.

We will use your personal data for the purpose of uploading completed periodic training hours on to the Government's Recording and Evidencing (R&E) database, the provision of an attendance certificate, and for all other purposes connected with the role as an Approved Training Centre in providing goods and services to you. This information will be shared with JAAPT in order 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.

If you would like a copy of the information JAAPT holds about you, please make a request in writing to the following address: 9 Warren Yard, Milton Keynes, MK12 5NW or email [enquiries@jaapt.org.uk](mailto:enquiries@jaapt.org.uk)