**National vocational training programme: privacy notice**

Updated 4 September 2025

**1. About this service or activity**

The Driver and Vehicle Standards Agency (DVSA) is an executive agency of the Department for Transport (DfT). DVSA administers the national vocational training (NVT) programme.

To manage the approvals and audits for this scheme DVSA provides associated guidance and support to the applicants.

The data controller for DVSA is DfT - a data controller determines the reasons and how personal data is processed.

For more information, see the Information Commissioner’s Office (ICO) [Data Protection Public Register](https://ico.org.uk/ESDWebPages/Entry/Z7122992). DfT’s registration number is Z7122992.

**2. Data we need for applicants**

The personal data we collect from applicants for the NVT scheme will include:

* name
* address
* email
* mobile number
* driving licence number
* employer’s name and address
* employer’s contact details
* course enrolled on
* evidence that you have passed your lorry or bus practical test - for example your pass certificate or a copy of your full driving licence

We verify with Driver and Vehicle Licensing Agency (DVLA) using their Driver Validation Service that you have the right licence entitlement to ensure that you are eligible to receive the relevant NVT concession documentation.

The lawful basis for processing data for NVT is public task under:

* 2007 No. 605 Road Traffic - The Vehicle Drivers (Certificates of Professional Competence) Regulations 2007
* The Rehabilitation Courses (relevant drink drive courses) Regulations 2012
* The Taxi Drivers’ Licenses Regulations (Northern Ireland) 2014
* The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009

**3. Why we need the data**

We need your data for the NVT scheme to consider if you are eligible to receive an NVT card.

**4. What we do with it**

We collect, use and store the data you give us for the reasons set out in this policy. We will not:

* sell or rent your data to third parties
* share your data with third parties for marketing purposes

We will share your data if required to do so by law – for example, by court order, or to prevent fraud or other crime.

**5. How long we keep your data**

We’ll only keep your personal data for as long as it is needed for the reasons set out in this policy or as long as is required by law.

We will hold your personal data for 4 years after your NVT card has expired.

We share your data with Competence Assurance Solutions (CAS) so they can carry out audits to ensure that NVT is being carried out properly.

**6. Where it might go**

Our IT infrastructure and technology has been checked to make sure it’s safe and secure.

All your data is held on DVSA servers based in the UK.

**7. Protecting your data and your rights**

The DVSA personal information charter sets out what steps are taken to protect your data, and the rights you have over your data.

**8. Automated decision making and profiling**

Your data is not subject to automated decision making or profiling as defined in data protection legislation.

**9. Changes to this notice**

We may change this privacy notice at our discretion at any time.

When we change this notice, the date on the page will be updated. Any changes to this privacy notice will be applied to you and your data as of the revision date.

We encourage you to periodically review this privacy notice to be informed about how your data is protected.

**10. How to contact us**

If you have any questions about anything in this document or if you consider that your personal data has been misused or mishandled, you can contact the DVSA data protection manager.

Data Protection Manager
DVSA
1 Unity Square
Nottingham
NG2 1AY

Contact [DVSA customer services](https://www.gov.uk/contact-dvsa/y) if you have a query that is not about how your personal data is used.

You may also [make a complaint to the Information Commissioner](https://ico.org.uk/make-a-complaint/), who is an independent regulator.