**Training Accreditation Provider Privacy Notice**

**Updated July 2023**

1. **About this service or activity**

The Driver and Vehicle Standards Agency (DVSA) provides the Training Accreditation website to enable the public to access Driver Certificate of Professional Competence training courses (CPC) and Drink Drive Rehabilitation (DDR) courses and provide associated guidance and support to the training/rehabilitation providers who deliver these courses**.** We also issue National Vocational Training (NVT) cards to eligible drivers and oversee the Taxi Driver Periodic Training (TDPT) scheme on behalf of DVA.

DVSA is an executive agency of the Department for Transport (DfT). We carry out the approval and audit of DCPC and DDR training/rehabilitation providers, issue NVT cards and oversee the TDPT scheme. We also provide a “find your nearest” service which lets the public access relevant training/rehabilitation courses.

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.

1. **What data we need**

The personal data we collect from you will include:

* Names and contact details of those approved training bodies that deliver training or rehabilitation
* Trainer’s names and qualifications/credentials to enable delivery of the training or rehabilitation
* The dates, times, trainer’s name, client’s name and locations of the training/rehabilitation courses they provide
* Personal details of applicants to the NVT scheme
	+ Name
	+ Address
	+ Email
	+ Mobile number
	+ Driving licence number
	+ Employer’s name and address
	+ Employer's contact details
	+ Course enrolled on

The personal data we collect from DVLA will include:

* The licence entitlement and endorsements of NVT applicants to ensure they are eligible to receive the relevant NVT concession documentation.’

The lawful basis for processing this data is public task:

* *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*
1. **Why we need it**

We need the personal data we collect from you to approve and oversee your training/rehabilitation business and the courses you deliver.

We need details of applicants to the NVT scheme in order to consider if they are eligible to receive an NVT card.

1. **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.

1. **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:

* lifetime of centre approval - 5 years + 4 = 9 years total. This also applies for course data 4 years after your NVT card has expired.

Any personal data is removed immediately by DVSA on the training provider’s behalf if that training provider is no longer able to operate or to provide courses.

1. **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.

1. **Protecting your data and your rights**

The [DVSA personal information charter](https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency/about/personal-information-charter) sets out what steps are taken to protect your data, and the rights you have over your data.

1. **Automated decision making and profiling**

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

1. **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.

1. **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

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.