**Drink driver rehabilitation training course: privacy notice example**

1. **About this training**

*XX [name of training provider]* provides drink driver rehabilitation (DDR) training for those convicted of relevant drink offences, to reduce the likelihood of reoffending.

The data controller for this training is *XX [name of data controller]* – 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). *XX [Name of data controller’s]* registration number is *XX [add registration number].*

1. **What data we need**

The personal data we collect about you from HM Courts and Tribunal Service will include:

* name
* referral order
* blood alcohol level
* length of driving ban

The personal data we collected from you will include:

*[these are used as examples only and you should change based on the personal data you process]*

* name
* address
* email address
* phone number
* date attended course
* signature of attendance
* payment card details

The lawful basis for processing this data is legal obligation. The related legislation is:

* The Rehabilitation Courses (Relevant Drink Offences) Regulations 2012 (as amended 2015)
* Road Traffic Offenders Act 1988 (under sections 34,34A, 34B, 34BA,34C)
* Road Safety Act 2006 (under section 35)

We will provide you with other goods and services or seek your views or comments on the services we provide with your consent. You can manage or withdraw your consent by *[entered by training body]*

1. **Why we need it**

We need the personal data we collect from you to:

* confirm your identity
* send you details of the course
* pay for the course
* attend the course
* complete a certificate of completion or notice of non-completion (where relevant)
* communicate with the HM Courts and Tribunal Service to confirm your attendance or non-attendance at the course and, where relevant, if you need to do the course again
* to provide you with other goods or services to you or seek your views or comments on the services we provide (where relevant and if you’ve provided your consent).
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 completion or non-completion of training to HM Courts and Tribunal Service through the Criminal Justice Secure Mail system.

Your information may be shared with the Driver and Vehicle Standards Agency (DVSA) for them to monitor and manage approved DDR providers for quality assurance and compliance reasons.

The [HM Courts and Tribunal Service](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/905250/HMCTS_Privacy_Notice_-_updated_July_2020.pdf) and [DVSA](https://www.jaupt.org.uk/about-us/privacy-policy/) have their own privacy notices

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 are legally required to hold some types of information, for example data about your rehabilitation, to fulfil our statutory obligations for up to seven years.

We will hold your personal data for:

* *[enter duration]* number of years for *[enter type of information]*
* *[enter duration]* number of years for *[enter type of information]*
1. **Where it might go**

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

*[where processing is carried out by a data processor include information about them here such as assurances over the protection and use of data and information about off-shoring (if applicable)]*

1. **Your rights**

By law, you have the right to:

* view your data - you can access your personal data free of charge and in digital format
* be informed - you should know and understand what happens with your data and why
* limit how your data is used - you can block and put restrictions on how your data’s used, if it’s inaccurate or unnecessary
* say no - you can stop direct marketing and data processing when there’s no ‘compelling reason’ to do it
* make changes to your data - you can update any data about you that’s out of date or false, without delay

Contact us to use any of these rights.

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 Data Protection Officer.

*[Enter details]*

You may also make a complaint to the Information Commissioner, who is an independent regulator.

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Email: casework@ico.org.uk

Contact form: <https://ico.org.uk/global/contact-us/email/>

Telephone: 0303 123 1113

Text phone: 01625 545 860