



C-Way Driver Training



General Data Protection Regulation (GDPR)

Privacy Notice for C-Way Driver Training

C-Way will process your personal information in order to provide you with access to our services. We process this information as prescribed in our Terms and Conditions and in order to comply with any legal or statutory obligations that we have with you.

This may include (but is not restricted to):

- To confirm your identity when speaking to you about C-Way
- To process any complaints

Your information will be stored securely on the C-Way systems, with data stored in the UK and Europe. This storage will include the use of our file stores, finance systems and email accounts. We also provide all staff with training on the principles of GDPR and data security.

We may also share your data with companies who help us provide our services.

We will keep your data for the period in which you are engaged with C-Way and retain a full record of your details for a minimum of up to two years thereafter to comply with our legal obligations.

YOUR RIGHTS

Where processing of your personal data is based on consent, you can withdraw that consent at any time. You have the following rights and can exercise these at any time by contacting us at info@c-way.co.uk

- To request access to personal information held about you:
- To ask us not to process your personal data for marketing purposes:
- To ask for the information we hold about you to be rectified if it is inaccurate or incomplete:
- To ask for data to be erased provided that the personal data is no longer necessary for the purposes for which it was collected, you withdraw consent (if the legal basis for processing is consent)
- To ask for the processing of that information to be restricted if the accuracy of that data is contested, the processing is unlawful, the personal data is no longer necessary for the purposes for which it was collected or you exercise your right to object.

C-Way Training
285 Peterborough Road
Farcet
Peterborough
PE7 3BW
01733 551079 07944 355078
www.c-way.co.uk

VAT Registration Number 112844534



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Should you have any issues or concerns in relation to your personal data, or wish to notify us of any inaccuracies, please contact us by emailing info@c-way.co.uk or telephone on 01733 551079. If you are not satisfied with the way C-Way processes your personal data you have the right to lodge a complaint with the Information Commissioners Office (ICO) in the UK at any time. The ICO's contact details are here: <https://ico.org.uk/concerns/>

For the purposes of data protection legislation, the data controller is C-Way Driver Training. If you would like any further information on the above, please email us at info@c-way.co.uk

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