



Any Driver Limited

Privacy Notice

INTRODUCTION

Any Driver Ltd fully respects your right to privacy. However, for us to carry out our business, we need to collect, use, and keep personal data on our customers (data subjects).

The Data Protection Act 1998 (the 'Act') regulates the way in which certain information about data subjects is held and used. We at Any Driver Ltd fully accept our responsibilities and adhere to all UK data protection and freedom of information legislation.

DEFINITIONS

Within this notice the following definitions apply:

Data subject – an individual who is the subject of personal data.

Data controller* – the person who determines the purposes for which and the manner in which any personal data is, or is to be, processed.

Data processor* - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Personal data – data that relates to a living individual who can be identified from that data, or from that data and other information which is held.

* A data controller must be a "person" recognised in law e.g. an individual or organisation. Within Any Driver Ltd the Data Controller is Cheryl Grass. In the case of contracts being delivered on behalf of a commissioner, such as the Department for Work & Pensions or Skills Funding Agency, the commissioning body will usually have the role of Data Controller, with Any Driver Ltd taking the role of Data Processor. For example, SFA are the Data Controller for funded programmes. Any Driver Ltd must comply with our contractual and legal obligations towards commissioners when managing data.

INFORMATION WE HOLD

Any Driver Ltd keeps personal data to:

- Administer programmes on behalf of commissioning organisations, and to comply with our contractual requirements.
- To provide an effective service to our customers by identifying their needs and managing their progress.
- Meet awarding body requirements in relation to registration and achievement of qualifications by learners.
- To claim relevant funding for achievements with customers attending funded programmes.

The type of data may include (but is not limited to) personal demographic and contact information e.g. names, addresses, nationality, date of birth; health & disability information; educational attainment; information about an individual's progress; attendance records.

CONFIDENTIALITY

All personal data will remain confidential. Only people specifically required and entitled to access this information to fulfil their job function may do so and are required to maintain its confidentiality at all times.

Data subjects are asked to provide consent which enables Any Driver Ltd to share some information with relevant other parties, e.g. Department for Education, Student Loan Company, Department for Business, Innovation & Skills, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions, organizations performing research and statistical work on behalf of the SFA, Awarding Bodies and any other Providers who are in partnership with Any Driver Ltd.

Consent may be withdrawn at any time.

At no time will personal information be passed to any organisations for marketing or sales purposes.

RIGHTS OF DATA SUBJECTS

Data subjects have the right to:

- Access to a copy of the information comprised of their personal data within one month of making the request.
- Object to processing that is likely to cause or is causing damage or distress.
- Prevent processing for direct marketing.
- In certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed, and
- Claim compensation for damages caused by a breach of the Act.

Subject access requests:

Individuals who want to see a copy of the information an organisation holds about them must write to the Data Controller requesting this information, including sufficient detail to enable their identity to be confirmed and the data to be identified.

In response to a compliant request, the following information will be provided:

- Whether any personal data is held.
- A description of any data held.
- The reason it is being processed.
- Details of any third-party organisations that the data has been passed to.
- Details of the source of the data where available.
- A copy of information comprising the data including details of any technical terminology or codes.



MONITORING AND REVIEW

The Notice will be reviewed annually by the Data Controller, or more frequently if legislation and/or best practice changes, in order to ensure it continues to meet current legislative requirements, adopts emerging best practice and continues to be effective and relevant to the wider business.

Any changes will be communicated to learners on programme and all employees.

DATA PROTECTION REGISTER

As we are a Company that processes personal data, we are required to be registered with the Information Commissioner's Office, which is an independent authority that regulates and enforces the Act.

All companies must renew their notification with the Information Commissioner's Office on an annual basis. Failure to notify constitutes a criminal offence.

Our Data Protection Register number is as follows:

Any Driver Ltd – Registered 25th March 2014 Registration Number: ZA049069