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Data Protection Policy

Drivers Training UK is fully committed to compliance with the requirements of the Data Protection Act 1998 which came into force on 1 March 2000.

Drivers Training UK will therefore follow procedures which aim to ensure that all employees, contractors, agents, consultants, partners or other servants of the company who have access to any personal data held by or on behalf of the company, are fully aware of and abide by their duties under the Data Protection Act 1998.

Statement of policy

In order to operate efficiently, Drivers Training UK has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers.

This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the Act to ensure this.

Drivers Training UK regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the company and those with whom it carries out business. The company will ensure that it treats personal information lawfully and correctly.

To this end the company fully endorses and adheres to the principles of Data Protection as set out in the Data Protection Act 1998.

Signed: **Training Manager**

Print Name: Vincent R Shambrook

Date 9th October 2013



Registered in Wales, Company No 6719174
Drivers Training UK is the trading company for Drivers Training UK Limited

