

## NECA Training Ltd Fair Processing Notice – Drink Drive Rehabilitation Scheme

NECA Training Limited is a subsidiary of NECA. Established in 2004, we have extensive experience delivering and developing training courses from Personal and Professional Development courses to Health and Wellbeing courses and the Drink Drive Rehabilitation scheme.

At NECA Training we're committed to protecting and respecting your privacy. This notice explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

By attending this training, you're agreeing to be bound by this notice. Any questions regarding this notice and our privacy practices should be sent by email to [gdpr@neca.co.uk](mailto:gdpr@neca.co.uk) or in writing to:

NECA Training  
Derwent Point  
Clasper Way  
Swalwell  
Newcastle Upon Tyne  
NE16 3BE

Alternatively, you can telephone 0191 4146446 and ask to speak with our Data Protection Officer.

### ***How do we collect information from you?***

We might collect data from you when you contact us, either on the telephone or via email. We will also receive information about you from your sentencing court.

### ***What type of information is collected from you?***

- Contact details
- Photographic image
- Driver Licence Details
- Payment Details
- Offence Details

### ***Why do we need your information?***

We need your information in order to be able to provide you with a place on our course or to respond to your enquiry and to contact you should there be any service issues with the course. We also need this information in order to comply with the legal requirements of the Courts.

### ***How is your information used?***

We will use your information in the following ways:

- To monitor court referral data and attendance data.
- To upload completed periodic training hours on the Government's Recording and Evidencing (R&E) database; you can find out more about how your data is used

on that database at <https://www.gov.uk/government/publications/driving-standards-agency-privacy-policy/dsa-privacy-policy>

- To produce either a completion or non-completion certificate;
- To seek your views or comments on the services we provide - if you agree;
- To notify you of changes to our services;

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information, for example data about your periodic training, to fulfil our statutory obligations. We keep your information for a period of 7 years from the completion date of the course. After that date your personal data is securely destroyed.

### ***Who has access to your information?***

Your information will be shared with JAUPT<sup>1</sup> for them to monitor and manage approved centres and the training uploaded to the DVSA system, and where necessary shared with member state authorities to confirm Driver CPC entitlement abroad.

### ***How you can access and update your information?***

The accuracy of your information is important to us. If you would like access to the data we hold on you please contact our Data Protection Officer using any of the contact details provided above.

You have the right to ask for a copy of the information NECA Training hold about you.

You have the right to request that the data we hold on you is erased or rectified. For example, if you don't want us to use your information for views and comments on the services we provide, you can ask to have your contact details removed.

You also have the right to restriction of processing of your personal data and a right to object to processing of your personal data.

### ***How do I complain to the regulator?***

If you would like to complain about the way we handle data please contact our Data Protection Officer in the first instance.

Alternatively you can contact the Information Commissioners Office (ICO). Please visit: <https://ico.org.uk/concerns/>

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<sup>1</sup> JAUPT 9 Warren Yard, Warren Park, Stratford Road, Milton Keynes, MK12 5NW 0844 800 4184  
enquiries@jaupt.org.uk