



Privacy Policy

1. Who We Are

Hughes Driver Training Ltd (“HDT”, “we”, “us”) is a driver training provider delivering HGV, LGV, and car training, including government-funded programmes and employer-led training.

We are committed to protecting your personal data and handling it in accordance with the **UK GDPR** and the Data Protection Act 2018.

2. What Information We Collect

We may collect and process the following personal data:

2.1 Identity & Contact Data

- Full name
- Address
- Email address
- Telephone number

2.2 Recruitment & Employment Data

- CV and employment history
- Qualifications and licences (e.g. driving licence, ADI badge)
- Interview notes
- Right to Work documents (passport, share code)

2.3 Compliance & Security Data

- DBS information (status, certificate number, issue date)
- BPSS and MoD onboarding information (including references and ID checks)

2.4 Learner Data

- Course enrolment details
- Training records and assessments
- Progress and outcomes

2.5 Technical Data

- Information submitted via Google Forms, website, or CRM systems
- IP address and usage data (where applicable)

3. How We Collect Your Data

We collect data through:

- Google Forms (e.g. recruitment, onboarding, enquiries)
- Email, phone, and direct communication
- Our website and CRM systems (e.g. Salesforce)
- Third parties (e.g. employers, government programmes such as Skills Bootcamps)

4. How We Use Your Data

We use your data to:

- Process applications and manage recruitment
- Deliver training and track learner progress
- Meet legal and regulatory requirements (e.g. funding, safeguarding)
- Carry out Right to Work and DBS checks
- Manage employment and payroll
- Communicate with you about courses, roles, or services

5. Legal Basis for Processing

We process your data under the following lawful bases:

- **Contract:** To deliver training or employment
- **Legal obligation:** Compliance with laws (e.g. HMRC, safeguarding, Home Office checks)
- **Legitimate interests:** Running our business effectively
- **Consent:** Where required (e.g. marketing or optional data collection)

6. Sharing Your Data

We may share your data with:

- Government bodies (e.g. Department for Education, funding authorities)
- Employers or partners (e.g. for job placements)
- The Ministry of Defence (for relevant contracts and site access)
- DBS and screening providers
- IT providers (e.g. Google Workspace, CRM systems)

We only share data where necessary and ensure appropriate safeguards are in place.

7. How We Store Your Data

Your data is stored securely using:

- Google Workspace (restricted access)
- Secure internal systems and CRM platforms
- Controlled access folders and authorised personnel only

We take appropriate measures to protect your data from unauthorised access, loss, or misuse.

8. How Long We Keep Your Data

We retain your data in line with our Data Retention Policy. Typical periods include:

- Recruitment data: up to 6 months
- Employee records: up to 6 years after employment ends
- Learner records: typically 6 years (funding requirements)
- Compliance data (e.g. DBS/BPSS): as required by law or contract

9. Your Data Protection Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data (where applicable)
- Object to processing
- Request restriction of processing

- Request transfer of your data

To exercise your rights, please contact us using the details below.

10. Cookies & Website Data

Our website may use cookies or similar technologies to improve user experience. Further details will be provided in our Cookie Policy (if applicable).

11. Contact Us

If you have any questions about this policy or how your data is handled, please contact:

Hughes Driver Training Ltd

Email: Rosie@hughesdrivertraining.co.uk