**Training Accreditation Privacy Notice**

**Updated November 2024**

* **About this service or activity**

The Driver and Vehicle Standards Agency (DVSA) is an executive agency of the Department for Transport (DfT). We administer the following schemes:

* Dangerous Goods Driver Training (DGDT)
* Dangerous Goods Safety Advisors (DGSA)
* Drink Drive Rehabilitation (DDR)
* Driver Certificate of Professional Competence (DCPC)
* Earned Recognition (ER)
* National Vocational Training (NVT) programme
* Taxi Driver Periodic Training (TDPT) in Northern Ireland

To effectively administer the approvals, audits and examinations for these schemes DVSA provides associated guidance and support to the training providers who deliver these schemes and a “find your nearest” service which lets the public access relevant training or rehabilitation courses onour Training Accreditation website at [www.jaupt.org.uk](http://www.jaupt.org.uk/) and the Government site at [www.gov.uk](http://www.gov.uk)

The data controller for DVSA is DfT – a data controller determines the reasons and how personal data is processed. For more information, see the Information Commissioner’s Office (ICO) [Data Protection Public Register](https://ico.org.uk/ESDWebPages/Entry/Z7122992)**.** DfT’s registration number is Z7122992.

We operate the TDPT scheme on behalf of the Driver and Vehicle Agency (DVA) in Northern Ireland. For this scheme, DVA are the data controller and we are the data processor.

* **What data we need**

The personal data we collect from training providers for DCPC, TDPT, DDR, NVT and DGDT will include:

* name, address, email address and phone number of the responsible person and primary contact for those approved training providers that deliver training/rehabilitation and/or examinations.
* trainer’s names, a unique identifier such as a driving licence number or date of birth, evidence of their training skills, subject knowledge and experience such as qualifications/certificates to enable delivery of the training/rehabilitation or examinations.
* the dates, times, trainer’s name, client’s name and locations of the training/rehabilitation courses they provide.

**Find your nearest (FYN) services**

DVSA operates “find your nearest” services for DCPC, TDPT, DDR and DGDT.

If you choose to opt-in, the data that will be published for the DCPC, TDPT and DDR service will include:

* business name
* contact name
* telephone number
* address
* website address
* email address
* approved course details
* date, times, sector and venue address including postcode

If you choose to opt-in, the data that will be published for the DGDT service will include:

* business name
* telephone number
* city
* email address

**Replacement ADR card and DGSA certificates**

The personal details we collect from candidates to issue a replacement ADR card or a DGSA certificate includes:

* candidate number (if known)
* full name
* date of birth
* address including postcode
* telephone number
* email address
* reason for replacement certificate

**NVT**

The personal data we collect from applicants for the NVT scheme will include:

* name
* address
* email
* mobile number
* driving licence number
* employer’s name and address
* employer's contact details
* course enrolled on
* evidence that you have passed your lorry or bus practical test, for example your pass certificate or a copy of your full driving licence

We verify with Driver and Vehicle Licensing Agency (DVLA) using their Driver Validation Service that you have the right licence entitlement to ensure that you are eligible to receive the relevant NVT concession documentation.

**DGSA**

The personal data we collect from training providers for DGSA will include:

* name
* email address
* postcode
* telephone number
* the details of your examination or qualification
* Dangerous Goods Safety Advisor candidate number

A full Privacy Notice which includes the “find your nearest” service can be found at: [Get added to the dangerous goods adviser list: privacy notice - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dvsa-privacy-notices/get-added-to-the-dangerous-goods-adviser-list-privacy-notice)

The personal data we will collect from training providers for ER Acknowledged Courses are:

* Organisation name of those approved training providers that have indicated they wish to deliver the scheme.

The lawful basis for processing data for DCPC, DDR, NVT, TDPT, DGDT and DGSA is public task:

* *2007 No. 605 Road Traffic - The Vehicle Drivers (Certificates of Professional Competence) Regulations 2007*
* *The Rehabilitation Courses (relevant drink drive courses) Regulations 2012*
* *The Taxi Drivers’ Licenses Regulations (Northern Ireland) 2014*
* *The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009*

The lawful basis for processing data for ER is public task:

* *By indicating the content should be considered for ER acknowledged courses, on DCPC application form (2.6 If this course is part of another programme, qualification or award you must provide details) the course summary and training provider details will be shared with the ER team.*

You can find more information about how we handle your data at Personal information charter - Driver and Vehicle Standards Agency - GOV.UK (www.gov.uk)

The lawful basis for processing data for the “find your nearest” services is consent.

To withdraw your consent for the DCPC, TDPT and DDR find your nearest service email DCPC\_CC@dvsa.gov.uk

To withdraw your consent for the DGDT find your nearest service email adr@dvsa.gov.uk

Where you withdraw your consent, we aim to process your request within 5 working days.

* **Why we need it**

**DGDT, DDR, DCPC, ER and TDPT**

We need the personal data we collect from you to approve, audit and oversee your training provider and the courses you deliver.

We need your data to add you to the relevant find your nearest service and remove you from this service (should you request removal from it).

**NVT**

We need details of applicants for the NVT scheme to consider if they are eligible to receive an NVT card.

**DGSA and DGDT**

We need details of candidates of DGDT and DGSA to consider if they are eligible to receive a replacement ADR card or DGSA certificate.

We need your data to add you to the relevant find your nearest service and remove you from this service (should you request removal from it).

* **What we do with it**

We collect, use and store the data you give us for the reasons set out in this policy. We will not:

* sell or rent your data to third parties
* share your data with third parties for marketing purposes

We will share your data if required to do so by law – for example, by court order, or to prevent fraud or other crime.

We operate the TDPT scheme on behalf of the Driver and Vehicle Agency (DVA) in Northern Ireland. This includes receiving and reviewing course applications for TDPT and making recommendations to DVA for approval and refusal. Additionally, DVSA audit these courses on behalf of DVA. If you’re a taxi driver periodic training provider, your data will be accessible to DVA.

* **How long we keep your data**

We’ll only keep your personal data for as long as it is needed for the reasons set out in this policy or as long as is required by law. We will hold your personal data for:

* 4 years after your centre approval expired.
* 4 years after your NVT card has expired.
* 12 months after your request for a replacement ADR card or DGSA certificate

Where you have provided evidence of your entitlement to drive, we shall delete it once we’ve verified it.

Any personal data is removed immediately by DVSA on the training provider’s behalf if that training provider is no longer able to operate or to provide courses.

* **Where it might go**

Our IT infrastructure and technology has been checked to make sure it’s safe and secure.

All your data is held on DVSA servers based in the UK.

DGDT and DGSA data is also held by the Scottish Qualification Authority as the data processor of DVSA.

* **Protecting your data and your rights**

The [DVSA personal information charter](https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency/about/personal-information-charter)sets out what steps are taken to protect your data, and the rights you have over your data.

* **Automated decision making and profiling**

Your data is not subject to automated decision making or profiling as defined in data protection legislation.

* **Changes to this notice**

We may change this privacy notice at our discretion at any time.

When we change this notice, the date on the page will be updated. Any changes to this privacy notice will be applied to you and your data as of the revision date.

We encourage you to periodically review this privacy notice to be informed about how your data is protected.

* **How to contact us**

If you have any questions about anything in this document or if you consider that your personal data has been misused or mishandled, you can contact the DVSA data protection manager

DVSA data protection manager

Data Protection Manager
DVSA
1 Unity Square
Nottingham
NG2 1AY

[Contact DVSA customer services](https://www.gov.uk/contact-dvsa/y) if you have a query that is not about how your personal data is used.

You may also [make a complaint to the Information Commissioner](https://ico.org.uk/make-a-complaint/), who is an independent regulator.