



## Privacy Policy

### Personal Data

In the EU's General Data Protection Regulation (GDPR), Personal Data is defined as "and information relating to an identified or identifiable natural person ("data subject"); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to **an identifier** such as name, an identification number, **location data**, online identifier or to one or more factors specific to the physical, physiological, **genetic**, mental, economical, cultural or social identity of that person."

### How are we using your information

The following privacy policy will outline how Easy CPC will collect and use your data. This is done so that we can:

- Provide Driver CPC training to you.
- Provide you details of upcoming legislation changes that may affect you as a professional driver.
- Provide you with details of upcoming Driver CPC training courses so that you can remain up-to-date and road legal.

### Why do we need to collect and store personal data?

In order for us to do any of the above, we must collect and store your data firstly for managing your booking. We will ensure that the information collected will only be used for its intended purpose and does not constitute an invasion of your privacy.

Easy CPC may wish to contact you for marketing purposes; however we would contact you for additional consent for that purpose if not already given. Consent can be withdrawn at any time.

We create statistical databases that tell us where in the UK you have trained. This is to allow us to assess which cities and towns we would like to train in. We only require the location that you previously trained in to create these databases, and do not require any other personal information (e.g. name, email address, address.)

### What personal information do we need to collect?

For booking purposes we need your name, telephone number, email address, and payment card details.

### Will we share your information with anyone else?

We will share your information with Phoenix Training who will conduct your Driver CPC training. This third party is obliged to store your details securely. We are legally obliged to pass on your personal



data to Phoenix Training so that they may manage the training booking, and adhere to their contract with Easy CPC.

We will share your information with independent contractors who provide administration on behalf of Easy CPC. This third party is obliged to store your details securely and strictly on computers belonging to Easy CPC.

#### **How will we use the personal data we collect about you?**

Processing data constitutes as collecting, storing and using. We will process this data in accordance with the GDPR. We will do our utmost to keep your information accurate and up to date and not keep it longer than necessary. Easy CPC may issue occasional reminders to all clients to keep their contact details up to date and will update them accordingly.

Please be advised that there is information that we are required to keep in accordance with the law, such as information needed for tax and audit purposes. Personal data will not be held for longer than these periods.

#### **Under what circumstances will we contact you?**

We will only ever contact you when necessary, or when you have requested that we do so. We do not mean at any point to be intrusive or ask for unnecessary information. We will do our best to ensure that the information we hold is as secure as possible to minimize the risk of unauthorized access or disclosure.

#### **Can you find out about the personal data that we hold about you?**

If you want to see what personal data we hold on you and how it is processed, you may contact us to request this. This is known as a Data Subject Access Request (DSAR) and you must request this in writing (either by post or email), providing the necessary identification before any information is released. If Easy CPC does store and of your personal data, you may request information on the following:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the GDPR owner, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories or recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal



data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.

- How long data will be stored.
- Details of your rights to correct, erase, restrict, or object to such processing.
- Information about your right to withdraw at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it was not collected directly from you.
- Any details and information about the logic involved, as well as the significance and expected consequences of such processing.

#### **What forms of identification will you need to provide in order to access this?**

Easy CPC will accept the following forms of identification when information on your personal data is requested:

Passport; Photo Driving License; Notarised Identification Document.

#### **Security of your personal data**

We are committed to taking appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

Your personal information will be held securely on our website (easycpc.co.uk) and our computers which are located on our premises or those of an appointed third party.

We will retain your personal data for as long as we need it in order to fulfil our purposes set out in this Privacy Policy, or in order to comply with the law.

#### **Contact details of the GDPR Owner**

If you wish to submit a DSAR, or have any questions regarding this privacy statement, you must contact Easy CPC in writing to:

#### **Address**

Easy CPC  
Wern  
Llansannan  
LL16 5NE

---

John Pepperell, trading as EasyCPC  
Wern, Llansannan, Conwy, LL16 5NE  
Tel. 01745870456 | 07790780456      Email: [info@easycpc.com](mailto:info@easycpc.com)  
[www.EasyCPC.co.uk](http://www.EasyCPC.co.uk)



## Email

[john@phoenixtraining.co.uk](mailto:john@phoenixtraining.co.uk)

## Telephone

01745 870 456

## Use of cookies on the [www.easycpc.co.uk](http://www.easycpc.co.uk) website

To make this site simpler, small data files are placed on your computer. These are known as cookies. Most big websites do this too.

They improve things by:

- Remembering settings, so you do not have to keep re-entering them whenever you visit a new page;
- Remembering information you've given (e.g. your postcode) so you don't need to keep entering it.
- Measuring how you use the website so we can make sure it meets your needs.

Our cookies are not used to identify you personally. They are just here to make the site work better for you. You can manage and/or delete these small files as you wish.

You can opt out of Google Analytics cookies for all sites.

To learn more about cookies and how to manage them, visit [AboutCookies.org](http://AboutCookies.org)

### i) First Party Cookies

These are cookies that are set by the EasyCPC ([www.easycpc.co.uk](http://www.easycpc.co.uk)) website directly. We use Google Analytics to collect information about how people use the website. We do this to make sure it is meeting its user's needs and to understand how we could do it better. Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. We do not use cookies to collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are.

### ii) Third Party Cookies

These are cookies set on your machine by external websites whose services are used on this site. Cookies of this type are the sharing buttons across the site allow visitors to share content onto social networks. Cookies are currently set by Twitter, Facebook and Google+. If you want to, you can prevent sites setting third party cookies.



### **iii) Log Files**

Log files allow us to record visitors' use of the site. These logs are automatically generated from all our visitors, which we use to make improvements to the layout of the site and to the information in it, based on the way that visitors move around it. Log files do not contain any personal information about you.

### **Links to our websites**

Our website contains links to other external sites. You should note, that if you click through to any of these external sites, we do not have control over that site (unless it is a website which forms part of John Pepperell's' group of businesses). We cannot be responsible for the protection of any information that you provide to these other websites as they are not governed by this privacy statement. You should always exercise caution and look at the privacy statement of whichever website it is that you are visiting.

### **Policy changes**

EasyCPC reserves the right to change this privacy policy and will post any revisions on this website. Your continued use of this website will be subject to the then-current privacy policy.