**Privacy Policy**

Paul Cooper T/A Pass with Paul

Effective Date: April 2025

At Pass with Paul, your privacy is important to us. This policy explains how we collect, use, and protect your personal information in accordance with UK GDPR and the Data Protection Act 2018.

**1. What Information We Collect**

We may collect the following details from pupils or enquirers:

* Full name
* Contact details (phone number, email address)
* Address
* Date of birth
* Provisional licence number
* Lesson history and driving progress
* Payment details (if applicable – not stored if using a third-party provider like PayPal)

**2. How We Use Your Information**

We use your information to:

* Book and manage driving lessons
* Keep records of your progress
* Communicate about scheduling or lesson updates
* Issue receipts and manage payments
* Notify you of any changes to services or policies
* Submit driving test bookings (if agree

**3. How Your Information is Stored**

* Your details are stored securely in password-protected digital records or locked physical files.
* We do not share your information with third parties without your consent, unless required by law.

**4. Your Rights**

Under UK data protection law, you have the right to:

* Access the personal data we hold about you
* Request corrections to inaccurate data
* Ask us to delete your data when no longer needed
* Withdraw consent for communications at any time

**5. Retention Period**

We will retain your data for up to 6 years after your last lesson for legal and insurance purposes, unless you request it to be deleted sooner (where applicable).

**6. Contact Us**

If you have any questions or would like to make a data request, please contact:

Paul Cooper

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