



Privacy Policy (Website)

This Policy governs the use of personal data which you provide to us via our website. Personal data is any or all data relating to a natural person who is identified, or can be identified, from the data.

Truck School is part of the Belt Up School of Motoring group of companies.

Belt Up School of Motoring Ltd ("we", "our", "us") respects your privacy. We understand that how your personal data is used and shared online matters to you, and we take the privacy of those who visit our website ("the Site") very seriously. We will not collect any data other than when you contact us, and we will always process that data in compliance with the law. Our site may contain links to other sites and be aware that if you choose to click on those links, your data may be processed by other organisations hosting those sites. We cannot control or monitor this, and you should have regard to their Privacy Policies.

Please read this Privacy Policy carefully, and ensure you understand it. When you first use our Site, this is taken to be agreement to this Policy. If you do not accept the Policy, then you should stop using the Site immediately.

Who we are

The site is owned and operated by Belt Up School of Motoring Ltd,

Mo Cridhe, Farrington Road, Paulton BS39 7LP

Your rights

You have certain rights as a data subject under the General Data Protection Regulation (GDPR), which governs the collection, processing and disposal of personal data by organisations such as ours.

In relation to personal data about you, you have the right:

- to be informed about how and why we collect and use the data
- to be given access to the data we hold
- to have any inaccurate or incomplete data rectified
- to ask us to delete personal data, earlier than we might already dispose of it

- to prevent us from processing the data further
- to object to us using the data for particular purposes

We provide contact details at the end of this Policy for you to use if you have any complaint about our processing of your personal data. If you are not satisfied with the way we deal with this issue, you have the right to lodge a complaint with the Information Commissioner's Office (ICO), which is the body in charge of supervising personal data use in the UK.

What data do we collect?

If you communicate with us by e-mail, we will collect your name and e-mail address and any other content that you send to us in the body of the mail. We do not collect any other personal data by any other method.

How is your data used?

We will process and store your data securely, and we will only keep it for as long as we need it for the purpose(s) for which it was collected.

In relation to the data we do collect, as laid out in the section above, we may use it as follows:

- to reply to your email
- register an interest in our services

You have the right to withdraw your consent to our use of your personal data at any time, and to request that we delete it.

We will not share your personal data with anyone at any time.

How and where do we store your data?

We will only keep your data as long as we need it for the purpose(s) for which it is collected, and/or for as long as we have your permission to hold it.

Your data will only be stored in the USA via our data processor InfusionSoft.

The steps we take to secure your data include:

- All data is secured on an encrypted NAS server
- All other computer equipment and software used is password protected.

Visitors to our website

When someone visits www.beltup.org.uk or www.truckschool.org.uk, we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Accessing your data

You are entitled to make a Subject Access Request under the GDPR. This means that you may request a copy of any personal data we hold about you, free of charge. We will provide any or all information in response to your request.

Contact Details

If you have any questions about the Site or this Policy, or you wish to make a Subject Access Request, then please contact us as follows, making your request or query clear:

Email: info@beltup.org.uk

Telephone: 01761 325013

Postal address: Mo Cridhe, Farrington Road, Paulton, Bristol BS39 7LP

Amending the Policy

We may change this policy from time to time, in response to changes in the law or for operational reasons. Any changes will immediately be posted on the Site and you will be deemed to have accepted the amended Policy if you continue to use the Site afterwards. You should therefore regularly review this Policy.

This version dated 3rd May 2018