



PRIVACY POLICY

INTRODUCTION

In order to deliver professional and effective motorcycle training there is a requirement to collect personal information. This Privacy Policy is intended to help you better understand how we collect, use and store your personal information.

We may update this Privacy Policy from time to time in order to reflect, for example, changes to our privacy practices or for other operational, legal, or regulatory reasons

YOUR DATA

What is the specific data we hold? When making a request for training or confirming a booking we need to gather some minimal data to have an understanding of your training needs and the ability to communicate with you. This will include by example full name, contact number, email, vehicle type, courses already completed, motorcycle qualifications, payment and should you require any item to be posted then a postal address. In addition to communicating with you on specific booking requests we will occasionally communicate with you about ongoing training incentives, courses and our news letter.

CONSENT

From 2018 we have modified our booking form to capture this consent or this maybe done verbally. Should you wish to withdraw your consent or amend any data please contact us at info@totaladvanced.co.uk or 07813 167749 or via or contact page www.totaladvanced.co.uk/contact for the attention of the Data Protection Officer Mick Jones.

The nature of the training we provide means all riders are above the age of consent, however should we suspect that not to be the case additional data will be requested to confirm age for consent.

DISCLOSURE

We may disclose your personal information if we are required by law to do so or if you violate our Terms of Service. You may request from us the detail of your specific data that is held by contacting us at the above email address or 07813 167749.

PAYMENT

Payment can be made by cash, cheque, Paypal or Paypal HERE. We only hold data that is required by law for income tax and have no control over the data stored by PayPal

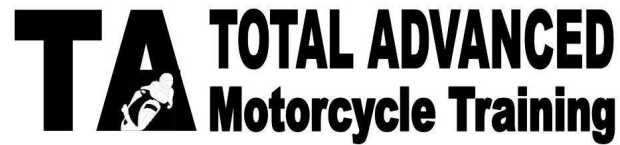
THIRD-PARTY SERVICES & PARTNERSHIPS

In general, we do not share data to third party providers unless you specifically request us to perform an action on your behalf. This may include a training requirement, qualification, test ride which would require us to provide your details to the third party to ensure they can also communicate with you. We do work with recognised partnerships such as Essex County Council, Essex Fire Service, Cannon BMW and reputable organisations such as Rospa where exchanges of data can occur but only in order to deliver the service you have personally requested.

However, certain third-party service providers, such as payment gateways and other payment transaction processors, have their own privacy policies in respect to the information we are required to provide to them for your purchase-related transactions. For these providers, we recommend that you read their privacy policies.

SECURITY

To protect your personal information, we take reasonable precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed.



CHANGES TO THIS PRIVACY POLICY

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

COMPLIANCE WITH GENERAL DATA PROTECTION REQUIREMENT (GDPR)

Whilst Total Advance is a small self employed business with less than 250 employees it recognizes the spirit of the legal requirement and the risk to non compliance. It does not process any data defined in Article 9 GDPR however does more than occasionally process data, which is why it has sought to become compliant with this new legislation.