

SIMON MANNING ADI
PULLHAYES COTTAGE
EAST BUDLEIGH, EX9 7DL
PRIVACY STATEMENT

Simon Manning ADI has a written privacy policy that outlines how it uses and protects any information that you give us.

I am committed to ensuring that your privacy is protected. Should it ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Simon Manning Adi may collect the following information:

- Name
- Contact information including email address and telephone number
- Driving licence number
- Other relevant information to you, the customers, specific requirements
- Financial Information as required by Simon Manning ADI

Simon Manning ADI requests this information to enable him to complete a program of learning in order to full fill the requirements and pass of the DVLA driving test.

Simon Manning ADI is committed to ensuring that your information is secure.

In order to prevent unauthorised access or disclosure, I have put in place suitable physical, electronic and managerial procedure to safeguard and secure the information it collect's both manually and electronically.

You may choose to restrict the collection or use of your personal information in the following ways

- If you have previously agreed to Simon Manning Adi using your personal information you may change your mind by writing to or emailing me.
- I will not sell, distribute or lease your personal information to third parties unless it has your permission or are required by law to do so.
- You may request details of personal information which Simon Manning ADI holds about you. If you would like a copy of the information held on you, please email me with your request.
- If you believe that any information that I hold on you is incorrect or incomplete, please write to or email as soon as possible at the above address. Simon Manning ADI will promptly correct any information found to be incorrect.
- Simon Manning ADI will not keep personal information for longer than is necessary for the purpose(s) for which they were collected and any statutory requirements. Simon Manning ADI will take all reasonable steps to delete data which is no longer required.

In summary, Simon Manning Adi privacy promise is

- To keep your data safe and and secure
- It won't sell or pass on your data without your written permission
- You can manage and review your data and marketing choices at any time