Joining Instructions

Dear Candidate,

Thank you for registering interest in attending our approved online Periodic Driver CPC training, delivered remotely via "Zoom" (please see instructions for use below).
There's no upfront payment to book, you can pay securely by card or bank transfer on the day of the course.
In order to confirm your booking, please provide ONE of the requisite identity documents below, as this is a requirement under the Vehicle Drivers (Certificates of Professional Competence) Regulations;

- Types of ID's
    - A driver qualification card (DQC)
    - A photocard driving license (front and back)
    - If neither is available as your licence is at DVLA, then we may be able to accept a Digital Tachograph Card or Passport, along with other proof of entitlement to sit the course. Please contact us on the number above to discuss.

Please send clear, full images of your ID no later than 12 hours prior to course start to the following email traxiontrg@gmail.com . Please see the Fair Processing Notice below for how we use/store your information.
Once we have received your ID, we will send a further email providing full login details and confirming course dates.
You will also be required to show your ID at the beginning of the course. This is so we know it is you and that you are qualified to take Driver CPC Training. These must be the original documents and not photocopies.

Course Timings

- You must login 15 minutes prior to course start in order that the requisite identity checks and other administration can be undertaken. Our courses open at 0830 if you would like to join earlier to check for IT problems (recommended if its your first time using Zoom)

Course start time	0900
Course finish time	1700
Zoom Login time and ID checks	0845

The above timings for the courses incorporate an hour of breaks throughout the day. You must be able to make yourself available for the FULL period.
Please be aware that you do need to be visible on the camera for the duration and be able to give the course your full attention. Please ensure that you are able to attend in an environment free from distractions.

Instructions to join the remote course for drivers

- You will need a computer or mobile device a camera and a stable Internet connection.
- Go to https://zoom.us/
- If you are using a mobile device, then you will need to install the Zoom app.
- On a laptop or PC you will also need to please install the "Zoom client". There is an option to "join from browser" without downloading anything but please don't do this, as connection will be poor and videos on the course wont play.
- Click on 'Join a meeting'
- You will receive a Meeting ID once we confirm your booking. Enter these details into the relevant section to join the session.
- Upon joining the meeting please select to "join with internet audio"
- Further details will be sent along with individual login details.

Any questions please give Shona a call on 01772 339537.

See you online
Kind regards
Craig Wilson (Trainer)

Fair Processing Notice

We are committed to protecting and respecting your privacy. This policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

By attending this training, you are agreeing to be bound by this policy. Any questions regarding this policy please speak to your trainer who will provide you with the relevant contact details.

How do we collect information from you?

We might collect data from you when you contact us, either on the telephone or via email.

What type of information is collected from you?

Contact details

Photographic image

Driver License Details

Payment Details

How is your information used?

We will use your information to upload completed periodic training hours on the Government's Recording and Evidencing (R&E) database; you can find out more about how your data is used on that database at https://www.gov.uk/government/publications/driving-standards-agency-privacy-policy/dsa-privacy-policy

complete an attendance certificate; we may seek your views or comments on the services we provide, notify you of changes to our services; send you communications which you have requested and that may be of interest to you.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information, for example data about your periodic training, to fulfill our statutory obligations for up to six years,

Who has access to your information?

Your information will be shared with JAUPT for them to monitor and manage approved centers and the training uploaded to the DVSA system, and where necessary shared with member state authorities to confirm Driver CPC entitlement abroad.

How you can access and update your information?

The accuracy of your information is important to us. If you would like to access to the data we hold on you please speak to your trainer who will provide you with the relevant contact details

You have the right to ask for a copy of the information held about you

You have the right to request that the data we hold on you is erased or rectified. For example, if you don't want us to use your information for views and comments on the services we provide, you can ask to have your contact details removed.

How do I complain to the regulator?

If you would like to complain about the way we handle data please visit: https://ico.org.uk/concerns/