

## Joining Instructions

*Dear Candidate,*

*I am pleased to inform you that you are now booked onto the relevant online 7-hour Driver CPC course. This approved periodic training course will be delivered online via "Zoom", see instructions for use below.*

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

*The above timings for the course incorporates a half-hour lunch break and a 15-minute break both morning and afternoon.*

*Please note that you must provide the requisite identity documents (see below) as this is a requirement under the Vehicle Drivers (Certificates of Professional Competence) Regulations. You will be required to send your ID prior to the course and 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. If you do not have the required ID then the course cannot be counted as periodic training.*

### Pre registration and ID check

- *You must send clear full image of your ID to your trainer on the following email [traxiontrg@gmail.com](mailto:traxiontrg@gmail.com) no later than 12 hours prior to course start. Please see the fair processing notice below for how we use/store your information*
- *Types of ID's*
  - *A photocard driving license*
  - *A digital tachograph card*
  - *A driver qualification card (DQC)*

### Registration and ID checks

- *You must login 15 minutes prior to course start in order that the requisite identity checks and other administration can be undertaken.*

## Instructions to join the remote course for drivers

- Go to <https://zoom.us/>
- YOU ONLY NEED THE FREE VERSION!! ITS JUST US WHO NEED A LICENSE.
- Click on 'Join a meeting'
- You will receive a Meeting ID & Password by email in plenty of time before each module that you book for each module upon booking.

## 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/>