

# **Privacy Notice**

Professional Driver Service Limited (PDS) is part of the IAM Group of companies. A list of the companies within the IAM Group can be obtained from the IAM address below. PDS and the IAM are committed to protecting your privacy. We comply with the principles of the Data Protection Act 1998 and aim to maintain consistently high levels of best practice in our processing of personal data.

## **How we use information you provide us**

The Atlas Online Booking System is provided by Professional Driver Service Limited (PDS) and has been designed to allow users to book and pay online for a driver retraining course. Driver retraining courses will be supplied to you by the service provider who operates in your preferred region. We use the information we receive from you to help your local service provider deliver the services that you have requested, to assist them with communicating with you, and to personalise the information sent to you. We store all the information you provide us, including information provided via forms you complete on this website. Our server, in common with nearly all web servers, logs each page that is downloaded from the site. Third parties may deliver some of our products to you or provide all or part of the service requested by you. In these instances, whilst the information you provide will be disclosed to them, it will only be used for the administration of the service provided and to maintain management information for business analysis. We may ask for your home address and postcode, home telephone number, mobile telephone number, and email address to enable us to contact you in relation to the course booking you have made, to contact you if there is a problem with your order, or if there is another genuine reason for doing so. If you provide us with credit or debit card details in order to pay for a service, we will keep such details secure and ensure that the details are only used further with your consent and/or for the purposes of any appropriate refunds. Generally by providing the requested data you consent to the Service Provider using that data for administrative purposes. As required by the Data Protection Act 1998, we follow strict security procedures in the storage and disclosure of information you have given to us.

## **How we use cookies**

"Cookies" are small pieces of information sent by a web server to a web browser, which enables the server to collect information from the browser. You can find out more about the way cookies work on [www.cookiecentral.com](http://www.cookiecentral.com). PDS uses cookies for a number of purposes, for instance to enable us to simplify the logging on process for registered users, to help ensure the security and authenticity of registered users, to provide the mechanisms for online shopping and to enable traffic monitoring. Whilst you do not need to allow your browser to accept cookies in order to browse much of our web site or to access many of our services, you must have cookies enabled if you wish to shop online or access any areas reserved for registered users. Most browsers allow you to turn off the cookie function. If you want to know how to do this please look at the help menu on your browser.

## **Disclosure of information to third parties**

We may disclose some or all of the information collected from you if required to do so by law or other legally binding obligation.

## **Subject access requests**

You have a statutory right of access to accessible personal and/or sensitive personal data that we hold about you. In order to exercise this right, your application must be in writing for security reasons. Please write to the: Data Protection Officer at IAM House, 510 Chiswick High Road, London W4 5RG. Please refer to the information you wish to see giving dates if possible, and enclose your cheque for £6.00 payable to Institute of Advanced Motorists Limited. We will not administer Subject Access Requests by a third party unless accompanied by a written authority of the individual who is the subject of the request. For further information on the IAMs data protection policy, please contact the Data Protection Officer, IAM House, 510 Chiswick High Road, London W4 5RG.

## **Links**

Links within this site to other websites are not covered by this Data Protection and Privacy policy.

## **Related Links**

[The Information Commissioners Website](#)