



On-Line Driver CPC Candidate Form

Version 1.1

To be completed by the Candidate

Forename

Surname

Address

Postcode

Date of Birth

Gender

Nationality

Clearly, in capital letters, insert your Driving Licence Number below

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In order to attend this Driver CPC periodic training course, you must be eligible. You must have either Acquired Rights, hold, or held, a DQC or completed modules 2 & 4 of the initial Driver CPC. You may not attend this course if you have more than 5 years entitlement on your current DQC or if your licence, for any reason, is not eligible for Driver CPC.

Please sign, print and date the box below, confirming that the information given in this form is correct; and that you are aware, and compliant, with the terms of the note above. The training provider will not be liable for any refund or other compensation relating to the information in the note.

Signature

Print Name

Date

To be completed by the instructor

Please place your Driving Licence here (face up)

Scan this form and email it to your training provider

The signature below confirms that the identity document provided has confirmed the identity of the person attending the course to be that of the named person on the identity document.

Instructor
Name _____

Signature _____

Fair Processing Notice

At NLTC we're 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 others and how we keep it secure.

By attending this training, you're agreeing to be bound by this policy. Any questions regarding this policy and our privacy practices should be sent by email to info@nltc.org.uk or in writing to National Logistics Training Consortium, 119-120 Pioneer House, Pioneer Business Park, CH65 1AD. Alternatively you can telephone 0151 363 2501.

How do we collect information from you? We might collect data from you when you contact us, either on the telephone or via e mail.

What type of information is collected from you? Contact details, photographic image, Driver Licence 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 might provide you with other goods or services or seek your views or comments on the services we provide – if you agree; notify you of changes to our services; send you communications which you have requested and that may interest you.

We review our retention periods for personal information on a regular basis. We are legally bound to hold some types of information, for example data about your periodic training, to fulfil our statutory obligations for up to 7 years.

Who has access to your information? Your information will be shared with JAUPST for them to monitor and manage approved centres and the training uploaded to the DVSA system, and where necessary shared with member state authorities to confirm Driver CPC entitlement abroad.

How can you access and update your information? The accuracy of your information is important to us. If you would like access to the data that we hold on you, please contact courses@nltc.co.uk. Alternatively you can telephone 0151 363 250. You have the right to ask for a copy of the information NLTC hold 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 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/>

Please sign this section to confirm that you attended the course and received 7 hours of training	Signature
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Course Quality Review – Feed Back				
ITEM	Very Good	Good	Normal	Poor
The Venue				
The Location				
The Instructor				
The Facilities				
The Relevance of Subject				
The Course Manual				
The Presentation				
Please rate this course, overall out of 10			/10	
Please add your comments here				
You can send comments directly to courses@nltc.co.uk if you prefer.				