

Data Protection Information

In order for Fleetcare to process your application and onward management of a vehicle you may potentially order we will be required to request and retain relevant personal data. This information seeks to inform you how we will manage this data.

What are our lawful reasons for processing your personal data?

- Fleetcare are contracted to provide services on behalf of your employer which require personal data to be processed.

What we do to ensure personal data is managed appropriately

- Hold a register of the types of personal data we hold to include the source of this data, the purpose of holding the data and who we may lawfully need to share it with and why.
- Ensure all Fleetcare staff are aware of the company requirements regarding the appropriate use of personal data.
- Ensure that data is only shared with external parties as is necessary and lawful to enable Fleetcare to fulfil their function. This may include
 - HMRC
 - your employer
 - your employer's insurance company
 - parking fine suppliers
 - the police in connection with an alleged driving offense
 - vehicle suppliers for the purpose of making arrangements to deliver and/or collect vehicles from you
 - repair suppliers for the purpose of making arrangements to enable repairs to a vehicle
 - Fleetcare do not share any personal data with external parties for financial gain.

How long do we retain your data?

- Fleetcare will retain personal data for the duration of your involvement with our company.
- Fleetcare will not retain personal data exceeding 6 years since your last involvement with our company.

Where is your data held?

- Any data we hold is stored in the UK.

Your rights concerning your data:

- You have the right to request access to the personal data we hold. This should be made in writing to info@fleetcare.org titled for the attention of the Data Protection Officer.
- You have the right to rectify any data we hold if you believe it to be inaccurate.
- You have the right to have your data erased from Fleetcare systems should we no longer require this data to fulfil our function.
- You have the right to complain to the ICO if you think there is a problem with the way we are handling your data.

Should you have any concerns or queries regarding our use of your personal data please do not hesitate to contact us on info@fleetcare.org or call 0114 2729 222.