

## Fleet Efficiency Ltd Data Protection Statement

### Data Protection

Fleet Efficiency Ltd is registered under the Data Protection Act 1998 for the keeping of records relating to business activities, including personal details of customers (drivers).

Driver information is held on our computer system for the sole purpose of managing vehicles and associated activities. We do not pass this information to third parties other than where it is required by subcontractors to enable them to carry out tasks related to the management of vehicles. For example, garages may need to confirm service appointments and vehicles may need to be collected from and delivered to home addresses. In those cases driver information is supplied to garages on an individual basis as required. In particular, we would never agree to driver information being used for marketing purposes by other organisations.

We may contact drivers in order to ascertain their perception of the standard of service supplied.

Access to our computer system is restricted to authorised personnel and controlled by user IDs and passwords, which are changed regularly, at both operating system and application level. References are checked for all new employees of Fleet Efficiency Ltd.

All office paper waste is treated as confidential and shredded on site before recycling.