

**The following categories of data may be held or processed by Fleet Operations Limited.**

*Please note* that not all data categories/fields are used in all cases; however, they are available to use if required within the scope of a contract.

Employee Number; Salutation; First/Forename; Middle Name(s); Surname; National Insurance Number; Date of Birth; Age; Gender; Marital Status; Nationality; HR Reference Number(s); Employment Start Date; Employment End Date; Job Title; Job Grade; Driver Category; Driver Sub-Category; Home Address including Postcode; Correspondence Address including Postcode; Email Address; Home, Office, Facsimile (Fax) Telephone Number(s); Next of Kin Details; Line Manager/Reporting Line; Vehicle/Equipment Allocation Details/History; System Log-On/Password Details; Driving Licence Number; Driving Licence Issue Number; Number of Years Licence Held/Issue Date; Driving Licence Type; Driving Licence Renewal Date; Driving Endorsement Code(s); Driving Endorsement Date(s); Conviction Date(s); Penalty Points; Driving Licence Categories (and associated dates); Driving Licence Expiry Date; Digital Tachograph Card Number; Digital Tachograph Card Issue/Expiry Dates; Medical Declarations (Driving); Vocational Licence Number(s); Vocational Licence Issue/Expiry Dates; Vocational Licence Class/Description(s); Vocational Licence Award Date(s); CPC Qualification Date; CPC Licence Number; CPC Licence Issue/Expiry Dates; CPC Administrative Expiry Date; CPC Exemptions; CPC Module Completion Information; CPC Training Course Information.

*The following data types relate to optional services, for example, private individual vehicle leasing:* Living Status (Property); Time at Address; Gross Annual Salary; Net Salary; Regular Overtime; Partner's Net Salary; Net Car Allowance; Additional Income; Additional Income Type; Mortgage and Rent Information; Loans, Credit Cards, Utility Bills and Car Payments; Owned Property Value; Credit Card Information; Employer Details; Employment Status; Duration of Employment; Bank Account Details.