

## Data Control, Processing and Retention (Customer)

Our Customers contract with us to provide services to support their drivers and their fleet.

This table shows how we process the information and how long it is stored for.

What information is shared?	Who is it shared with?	What data processing consent clause applies?	How long do we keep the data?
Driver information, typically contact details and relevant employment information (e.g. employee grade/driver type).	Fleet Operations receives this information from Customer HR teams/key contacts.	6(1)(f) Necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.	For the life of the contract (between the data subject and their employer) plus seven years (there is a HMRC reporting/audit obligation).
Driver information, typically name, address and contact details.  <i>Information is only shared with suppliers directly involved with the support of specific vehicles/drivers.</i>	Fleet Operations shares this with relevant third parties <ul style="list-style-type: none"> <li>leasing companies,</li> <li>hire vehicle providers,</li> <li>breakdown assistance</li> <li>fuel scheme providers</li> </ul> so that the services that are required can be provided (e.g. roadside assistance, fuel cards, company car provision etc.).	6(1)(f) Necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.  These organisations need a minimal amount of personal data in order to maintain contact/support drivers effectively.	For the life of the contract (between the data subject and their employer) plus seven years (there is a HMRC reporting/audit obligation).
Driver information, typically name, address and contact details.  <i>Information is only shared with suppliers directly involved with the support of specific vehicles/drivers.</i>	Fleet Operations shares this with relevant third parties <ul style="list-style-type: none"> <li>vehicle dealerships</li> <li>driver training providers</li> <li>maintenance networks</li> </ul> so that the services that are required can be provided (e.g. test drives, delivery of new vehicles, on-line/on-road training, service booking for vehicles).	6(1)(f) Necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.  These organisations need a minimal amount of personal data in order to maintain contact/support drivers effectively.	For the life of the contract (between the data subject and their employer) plus one year (for audit/annualised record keeping compliance).
Driver information, including licence details.	Fleet Operations shares this with the DVLA for the purposes of validating driver licences.	6(1)(f) Necessary for the purposes of the legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.	For the life of the contract (between the data subject and their employer) plus one year (for audit/annualised record keeping compliance).