

## Fair Processing Notice

Your employer is committed to safety, both to you and your fellow employees and to the community in general.

Your employer is also committed to compliance with Health and Safety and Duty of Care regulations. As part of this your employer requires that any employee (or nominated driver, if applicable) who uses a company vehicle or drives on Company business, either in their own vehicle or a Company provided vehicle, must undergo a driving licence check. Your employer has engaged ARI Fleet UK Ltd ("ARI"), a fleet management services provider, to request your driver information which is on file with the DVLA and to transmit that information electronically to your Company

This Fair Processing Notice explains how, when and why we collect personal information about you, how we use it, the conditions under which we may disclose it to others and how we keep it secure. This was last reviewed in July 2021.

Any questions regarding this Fair Processing Notice should be sent by email to [DPO@arifleet.co.uk](mailto:DPO@arifleet.co.uk) or by writing to Data Protection Officer, ARI Fleet UK, Methuen Park, Chippenham, Wiltshire SN14 0GX.

### Who are we?

ARI Fleet UK was founded in 1987 and is now one of the largest independent vehicle management companies in the UK. ARI was formed in 1948 by the Holman Automotive Group; we have grown into the largest privately held vehicle fleet management company in the world and a market leader in the UK, based in Chippenham, Wiltshire

### How do we collect information from you?

ARI obtain information direct from your employer and from you, the driver either via our ARI Driver Insights, email or through paper declarations via post. The majority of this data is processed under the performance of the contract with your employer and for the licence check with the DVLA through consent with you, the driver.

### What type of information is collected from you?

Only information which you, as an individual, could request and obtain, with respect to your record as driver, will be in the DVLA Record, which ARI will obtain from the DVLA and then provide electronically to your employer.

The personal information we may collect might include:

- Driver licence details
- Licence category
- Category restrictions
- Endorsements
- Thefts/attempts against Company vehicle assigned to you
- Insurance
- Parking violations
- Congestion charges
- Motor offences/violations
- Accidents

- Personal contact details
- Employee details and other related records
- Ad-hoc driver costs billed to the Company
- Qualifications
- CPC and Digital Tachograph card details

#### **CATEGORIES OF DATA SUBJECT:**

- Driver (or nominated driver, if applicable)
- Drivers family
- Drivers line manager

### **How is your information used?**

ARI will use the information provided to review your driver record with the DVLA to confirm that you hold a current licence and are not otherwise legally restricted from driving a motor vehicle. Failure to provide this information may prevent you from driving on company business.

### **How long is your information kept?**

Your consent for licence check will automatically expire at the end of the 36 months (3 years), or the date on which ARI is notified by your employer that you are no longer required to drive a vehicle on Company business, whether that is your own vehicle or a Company provided vehicle. Prior to the expiry of the 36 month period (3 years), you will be contacted to secure consent to your employer obtaining, through ARI, Your Driver Record (in its then-current form). Where your employer notifies ARI that you no longer drive on Company business, and then ARI will deactivate Your Driver Record.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations, the declaration form for Riskmaster Program is held for 7 years.

### **Who has access to your information?**

Your employer will not share the Your Driver Record with any third party, unless otherwise specified in the declaration form or other writing provided by your employer to you, and ARI as a provider to your employer, will only collect Your Driver Record and provide the Your Driver Record electronically to your employer. ARI will not provide the Your Driver Record to any third party unless required by order of court or government agency.

Neither your employer nor ARI intend to use your information in the Your Driver Record for any purpose other than as stated above. If, however, you feel that you have received any direct marketing communications contrary to the above process, or if you have any other questions, concerns or complaints, then your employer has authorised ARI to respond to your questions, concerns or complaints in the first instance. Please feel free to contact ARI at: [enquiries@riskmaster.co.uk](mailto:enquiries@riskmaster.co.uk)

Your employer, through ARI, will address your questions, concerns or complaints as promptly as possible.

### **Your choices**

If you no longer work for our contracted client or wish to withdraw consent for a licence check from our Riskmaster program this can be done by contacting the RiskMaster team [enquiries@riskmaster.co.uk](mailto:enquiries@riskmaster.co.uk)

If you wish to make a complaint or report a concern regarding the handling of your personal data you may do so by contacting [DPO@arifleet.co.uk](mailto:DPO@arifleet.co.uk) for data protection legislation, you always retain the right to contact the Information Commissioner's Office (the ICO). The following is a direct link to the ICO website page entitled "Report a Concern": <https://ico.org.uk/concerns/>

## How you can access and update your information

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you via our Insights platform. In the meantime, if the data we hold about you is inaccurate contact your employer or the RiskMaster team [enquiries@riskmaster.co.uk](mailto:enquiries@riskmaster.co.uk)

## Security precautions in place to protect the loss, misuse or alteration of your information

The security of your personal information is important to us. ARI is certified to ISO 27001 in US, Canada and UK.

We follow generally accepted standards to protect the personal information submitted to us, both during transmission and once we receive it, these standards include the use of encryption. If you have any questions about security on our web site, you can contact us at [infosec@arifleet.com](mailto:infosec@arifleet.com).

Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.