

EVC Ltd Privacy Notice

What Data do we hold

In order that we are able to provide you with products and services, to better understand our client's needs and improve the products and services we offer, and for the day-to-day running of our business we need to hold certain personal data. The data we hold consists of, but is not limited to, the below list:

| This table details the personal data that is recorded against 'All', 'Some' or 'None' of the data subjects shown. | | Client's Employee | Spouse or Partner of Client's Employee's | EVC Employee |
|---|-------------------------|-------------------|--|--------------|
| Personal Details | Name | All | All | All |
| | Job Title | All | None | Some |
| | Payroll Number | All | None | All |
| | NI Number | All | None | All |
| | Employer name | All | None | All |
| | Home address | All | All | All |
| | Telephone Numbers | All | All | All |
| | Email address | All | All | All |
| | Date of Birth | All | All | All |
| | Driving Licence Details | All | All | All |
| Private Vehicle details | Registration Number | Some | None | None |
| | Make & Model | Some | None | None |
| | Date registered | Some | None | None |
| | MOT Expiry Date | Some | None | None |
| | RFL Expiry Date | Some | None | None |
| | Service History | Some | None | None |
| | Insurance details | Some | None | None |

Who is the Data that we hold shared with

In order that we are able to provide you with products and services, we need to share your data with some of our suppliers, and some of your employer’s other suppliers. The data we share consists of, but is not limited to, the below list:

| This table details what personal data could be shared with the third parties shown. | | EVC Suppliers | | | Clients other suppliers | | | | | |
|---|---------------------|---------------------------|-----------------|-----------|------------------------------|---------------------|-----------------|-------------------|-----------------------------|--------------------|
| | | Licence Checking partners | Rental Partners | Repairers | Mileage Monitoring Suppliers | Fuel Card Suppliers | Lease Companies | Supplying Dealers | Accident Management Company | Tracking Suppliers |
| Personal Details | Name | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| | Job Title | No | No | No | No | No | No | No | No | No |
| | Payroll Number | No | No | No | Yes | Yes | No | No | No | No |
| | NI Number | No | No | No | Yes | No | No | No | No | No |
| | Employer name | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| | Home address | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| | Telephone Numbers | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| | Email address | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| | Date of Birth | Yes | No | No | No | No | No | No | No | No |
| Driving Licence Details | Yes | No | No | No | No | No | No | No | No | |
| Private Vehicle details | Registration Number | No | No | No | Yes | Yes | No | No | No | No |
| | Make & Model | No | No | No | Yes | No | No | No | No | No |
| | Date registered | No | No | No | No | No | No | No | No | No |
| | MOT Expiry Date | No | No | No | No | No | No | No | No | No |
| | RFL Expiry Date | No | No | No | No | No | No | No | No | No |
| | Service History | No | No | No | No | No | No | No | No | No |
| | Insurance details | No | No | No | No | No | No | No | No | No |



Purposes for which data is shared

| Supplier type | Services supplied | Purposes for which information is used | Lawful basis for sharing data |
|------------------------------|---|--|-------------------------------|
| Licence Checking partners | Check Driving Licence details held by DVLA | Legal requirement on behalf of our clients | Consent |
| Rental Partners | Rental Vehicles | To enable rental companies to make contact regarding delivery and / or collection | Legitimate Interests |
| Repairers | Mechanical or Body Repairs | To enable repairers to make contact regarding repairs required and/or delivery and collection | Legitimate Interests |
| Mileage Monitoring Suppliers | Monitor Business/Personal mileage | Taxation purposes on behalf of our clients | Consent |
| Fuel Card Suppliers | Fuel Card | To enable fuel card supplier to supply fuel card | Legitimate Interests |
| Lease Companies | Lease Vehicles & Maintenance requirements | To enable new vehicles to be delivered and to make contact regarding repairs required | Legitimate Interests |
| Supplying Dealers | Deliver New Vehicles and Collect old vehicles | To enable supplying dealers to make contact regarding delivery and / or collection | Legitimate Interests |
| Accident Management Company | Manage claims reported to them | To enable the Accident Management Company to discuss claims, and for repairers to make contact regarding repairs required and/or delivery and collection | Legitimate Interests |
| Tracking Suppliers | Install and de-install telematic devices | To enable supplier to make contact regarding installation and/or removal | Legitimate Interests |

What are your rights

As EVC Ltd holds personal data, the individual that we hold data for, has the right to be informed, the right of access, the right of rectification, the right to erasure, the right to restrict processing, the right to data portability, and the right to object.

Should you wish to obtain the personal information we hold, then you should put your request in writing, specifying the format in which you require the data, should you wish to use this for other means. Your request should be sent to the Data Protection Officer appointed by EVC Ltd. Details are included in this document.

Should any of your personal data change, it is important that you inform EVC Ltd, in order that your data can be amended. This should be sent in writing to the Data Protection Officer appointed by EVC Ltd.

EVC Ltd will keep your information on record for up to seven years after your employment ends with either EVC Ltd or the client of EVC Ltd.

You can request that your information is not passed on as detailed in the tables above, however exercising your rights may mean that we are no longer able to provide you with products or services.

If you wish to raise a complaint on how we have handled your personal information, you can contact our Data Protection Officer.

Our Data Protection Officer's details are as follows:

- Name – Peter Allen
- E-Mail – peter.allen@evc-efm.co.uk
- Postal Address – EVC Ltd, 5 Ampthill Business Park, Station Road, Ampthill, Beds, MK45 2QW
- Tel No - 01525 405007
- Fax – 01525 405454

We hope that we have addressed any concerns you may have. If it doesn't, then please contact the Information Commissioner's Office (ICO). For more information, visit www.ico.org.uk.