

Ogilvie Fleet is committed to respecting your privacy. If you or your employer provides personal information to us, including personal information collected or held in our online fleet management system, you can be assured that it will be used in accordance with this Privacy Charter.



## INFORMATION SECURITY

We put in place appropriate physical, electronic and organisational security procedures to protect the personal information that we hold from accidental loss or destruction or unauthorised access or use by third parties. This includes:

- When requesting or collecting personal information online, only doing so over an SSL encrypted ("https") connection.
- Restricting access to personal information to our employees and agents who need to know that information in order to provide our services and providing these staff with suitable training.
- Putting in place appropriate physical and technical security measures for data held on our computer systems and servers.
- Observing written guidelines and policies covering information security, internal data handling and data retention.
- Subjecting our systems to regular independent security audits.
- Securely deleting and destroying information when it is no longer required.



## DATA PROTECTION

Any personal information that you provide to us will be processed in accordance with the Data Protection Act 1998 and the eight data protection principles. As well as taking steps to ensure that your personal information is held securely, this

- Only process your personal information where it is fair and lawful to do so and in ways consistent with those that you were told about at the time it was collected.
- Only collect personal information that is needed to provide our services to you and your employer.
- Take steps to ensure that your personal information is kept up to date and accurate. These include allowing you to access and update your details online via our fleet management system.
- You may also ask us to correct or remove personal information that you think is inaccurate.
- Only keep your personal information for as long as it is needed.
- Respect your rights under the Data Protection Act. These include a right to access the personal information we hold about you. If you would like a copy of some or all of your personal information, please write to us at the address given below. We may make a small charge for this service.
- No client company's employee data will be provided to any third party for any sales, marketing or promotions' activity purposes.



## A MESSAGE FROM OUR DATA PROTECTION COMPLIANCE OFFICER

If we fail in any way to meet your expectations under this Privacy Charter or you have any other queries about how we use your information, please contact me directly for assistance.

**Alan Greig**

**Data Protection Compliance Officer**

Ogilvie Group, Ogilvie House, 200 Glasgow Road, Stirling, FK7 8ES

