

Duncan Self Drive Hire Ltd General Data Protection Regulation Data Statement

Document Review/Change Log

| Issue | Date | Comment | Author | Sign |
|-------|-------------|--------------------------|----------------|-------------------|
| 001 | 06 Apr 2018 | Master Document Produced | Clark Ferguson | <i>C Ferguson</i> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Nature of Work— Car and Van Rental

Description of processing

The **General Data Protection Regulation (GDPR)** (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union. It addresses the export of personal data outside the EU. The GDPR will be brought in, in May 2018 and replaces the current Data Protection Act 1998 (DPA).

It provides a legal basis for the privacy and protection of individuals whose personal information is managed (or processed) by organisations. It places certain obligations on organisations regarding how they process such information and gives individuals certain rights regarding the information held about them. Furthermore, organisations are only permitted to hold and use a specific selection of information for limited purposes of which they must annually inform the government appointed independent watchdog, the Information Commissioner. The Act is very complex and although very clear in some areas is open to interpretation in a great deal of others.

The following is a broad description of the way Duncan Self Drive Hire Ltd processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices Duncan Self Drive Hire Ltd has provided or contact Duncan Self Drive Hire Ltd to ask about your personal circumstances.

Reasons/purposes for processing information

Duncan Self Drive Hire Ltd process personal information to enable us to provide a car rental service which may include trading and sharing in personal information, promoting and advertising our products and services, maintaining our accounts and

records, supporting and managing our employees and the use of CCTV systems for the prevention of crime.

Type/classes of information processed

Duncan Self Drive Hire Ltd process information relevant to the above reasons/purposes. This may include;

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods or services

We may also process sensitive classes of information that may include;

- racial or ethnic origin
- religious or other beliefs
- trade union membership
- physical or mental health details
- offences and alleged offences
- criminal proceedings, outcomes and sentences
- visual images, personal appearance and behaviour

Who the information is processed about

Duncan Self Drive Hire Ltd process personal information about;

- customers and clients
- staff
- professional advisers and consultants
- suppliers
- complainants, enquirers
- individuals captured by CCTV images
- offenders and suspected offenders

Who the information may be shared with

Duncan Self Drive Hire Ltd sometimes need to share the personal information we process with the individual and with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with;

- customers and clients
- family, associates or representatives of the person whose personal data we are processing

- staff
- advisers and consultants
- suppliers
- service providers
- educators and examining bodies
- current, past and prospective employers
- business associates
- financial organisations
- other companies in the same group
- employment and recruitment agencies
- credit reference agencies
- debt collection and tracing agencies
- central government
- traders in personal data
- police forces and security organisations

Transferring information overseas

Duncan Self Drive Hire Ltd may occasionally need to transfer personal information overseas. Where this is necessary this may be to countries or territories around the world. We are required to ensure that when we need to do this we comply with the DPA.

Document review date

Duncan Self Drive Hire Ltd will carry out a review of our 'Privacy Notice' annually and in line with General Data Protection Regulations go live date of 25th May 2018.

Peter Simpson

[Electronically Signed]

Peter Simpson
Director
Duncan Self Drive Hire Ltd