

Privacy Policy:

Veho Solutions Ltd. has appointed a Data Protection Controller (DPC) who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act (1998). The Freedom of Information Act (2000) and the Protection of Freedoms Act 2012 are also relevant to parts of this policy.

Veho Solutions Ltd. recognises The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), adopted 27 April 2016; the two-year transition period and the application date of 25th May 2018, and is actively working towards compliance with that directive.

The General Data Protection Regulation (GDPR) aims to give you control over your data, as do we. As a company promoting privacy awareness and compliance, we at 'Veho' have a Privacy Policy that aims to help you understand what data we collect, what we use it for, and how you can exercise your rights.

Please ensure to take the time required to fully understand the outlines of this Privacy Policy.

Veho Solutions Ltd. shall be referred to as 'Veho' in this Privacy Policy. We follow the following principles in order to protect your privacy:

- i) We do not collect more information than is necessary
- ii) We do not use your data for purposes other than those specified at the time of collation
- iii) We do not keep your data if it is no longer needed
- iv) We do not share your data with third parties unless specified

1. Information collection, storage and tracking:

1.1. When you visit a website:

You can visit our website without giving away your personal information. By logging into the Veho Genie Platform, we will collect the following personal information used explicitly for communication, profiling and for reference checking by Veho.

1.2. What we store:

- Name
- Address
- Phone number
- Email address
- Date of birth
- Languages
- Skype address
- Gender

- National Insurance number
- Unique Tax Reference number
- Bank details
- Next of kin information
- Who the point of reference to Veho Genie was
- Date of registration
- Messaging apps used
- Criminal convictions and cautions
- Employment status
- Profile picture

We also collect the following details when necessary:

- Number of accidents - for insurance purposes
- CRB check - to check for previous criminal convictions
- PCO license – verification
- Passport - to verify permission to work in the UK
- Driving licence, advanced driving qualifications - fitness for the role
- Driving history/appropriate aptitude checks
- VAT number - to verify VAT registration status
- Qualifications/Experience - connected with roles
- CV - proof of experience

This information is not used for any additional purposes, such as to 3rd party profile those who access our website for marketing or activity tracking. The information will be used for profiling where an application requires data necessary for all parties to carry out applications.

1.3. How long we store your data:

- We keep personal details, for HMRC reasons, for 7 years
- Driving licence export - until expiry date
- Driving licence - until expiry date, or up to 6 months after the conclusion of working with Veho
- Qualifications - until up to 6 months after the conclusion of working with Veho
- Passport - 7 years
- Contract for Services, Privacy Policy - 7 years

2. When you contact us:

While you can use our website without providing your personal information, once you contact us or log into the Veho Genie platform, Veho collects information about you.

The information you submit will be processed and stored so that it is possible for us to contact and respond to your request, and/or allow you access to our services.

2.1. Phone Calls:

All our calls may be recorded for training and compliance purposes, we do not use the data from these calls for marketing purposes, but do use it to help us fulfil the role you ask of us at that time. Call data is 'your data' and as such is subject to the same rights as all other data covered under this policy.

3. Email Marketing

We do not share this information with any other third parties or contact you without your **explicit** consent to do so and you can notify us at any time by contacting Veho's data controller via email, at info@veho-solutions.co.uk if you no longer wish to be contacted or if you feel your data is not being managed responsibly (Go to clause 11).

4. Social media and Social Media plug-ins:

Our website features two plug-ins for easy sharing and following our social media pages: Facebook, operated by Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA; and Twitter, operated by Twitter, Inc., 1355 Market Street, Suite 900, San Francisco, CA 94103 United States.

Being on our website does not automatically result in sharing data on these social media networks. These plugins remain inactive (idle) until clicked upon. Once clicked upon, you will be taken to the specified social media networks with their own specific privacy policies, which we recommend you view.

5. Information Security:

At Veho, we do everything we can to ensure the security of personal data. When Veho collects information about you, we make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures including SSL certificates and authenticated logins.

The data is stored in a location with alarms, encrypted laptops, laptops tethered to desks when working off-site, and we also complete annual Penetration Testing.

The server is hosted with iomart, one of the leading cloud solutions companies, and that the server is hosted in the UK, meeting the high industry standards to achieve both ISO 9001 and ISO 27001 (<https://www.iomart.com/about-iomart/uk-data-centres/> ISO 9001 and ISO 27001)

You can read the Iomart Data protection policy here:

<https://www.iomart.com/secure/data-protection>.

In the event of a data breach or data loss we will notify you within 72 hours of the breach.

6. Access to information:

You have the right to request access to the information we have collected about you without charge. You can do this by contacting Veho's data controller at info@veho-solutions.co.uk.

We will provide you with a copy of all the data we have about you. In order to comply with your request, we may ask you to verify your identity.

We will fulfil your request by sending your copy of the information electronically, unless the request specifies a different method. For any subsequent access requests outside what is either deemed reasonable or outside of what we are required by law to comply with, we may charge you with an administrative fee.

7. Information Correction & Deletion:

If you believe that the information we have about you is incorrect, you are welcome to contact us so we can update it and keep your data accurate. Any data that is no longer needed for the purposes specified in Clause 1 (Information Collection and Use) will be deleted.

If at any point you wish for Veho to delete information about you, you can simply contact us.

8. When this Privacy Policy applies:

This Privacy Policy is applicable to the services offered by Veho directly via our website. Our website contains links to other websites. Once redirected to another website, this Policy is no longer applicable.

This version of the Privacy Policy is effective from March 2018.

9. Changes:

We reserve the right to change this Privacy Policy. We constantly review our Privacy Policy and strive towards making it better.

Veho will not reduce your rights stated in this Policy without asking for explicit prior consent to the changes.

All changes to our Privacy Policy will be available on this website. You can access the previous versions of this Policy in the documents vault.

10. Summary:

In accordance with applicable law, we only collect a limited amount of information about you that is necessary for improving our service.

We do not use profiling, we do not sell or in any other way spread your data to third parties, we do not use your data for purposes other than those specified at the point of collection or in our policies.

We also make sure that your data is stored securely. We delete all information deemed no longer necessary.

We constantly review our Privacy Policy in order to make it better and protect you further.

11. You can contact us at any time to:

- Request access to information that Veho has about you
- Correct any information that Veho has about you
- Delete information that Veho has about you

If you have any additional questions about Veho's collection and storage of data, please contact Veho's data controller:

Data Controller
Veho Solutions Ltd,
24 Brentwood Way,
Aylesbury,
Buckinghamshire,
HP21 7ER.

Tel: +44 (0) 844 800 9805
E: info@veho-solutions.co.uk

Company No. 05567495
VAT Registration Number: 895 8573 47

11.1. The Right to complain:

As a consumer you have the right to complain or address any concerns about your data use. If you feel your concerns have not been addressed by us you can contact the ICO (Information Commissioners Office) to raise your concerns in confidence, we would request that in the first instance you contact us.

W: <https://ico.org.uk/concerns/>
T: 0303 123 1113

Glossary of Terms

Cookies:

Cookies are small files or other pieces of data which are downloaded or stored on your computer or other device, that can be tied to information about your use of our website (including certain third party services and features offered as part of our website).

Device:

A device is what you use to reach our website, such as a smartphone, tablet or computer.

IP address

Internet Protocol (IP) address is a number that is connected to your device. An IP address can be used to determine the location of your device typically within a 40km radius, thus not being an exact determination of your location. IP addresses are basically how the Internet functions.

Personal information

Personal information is information that can identify you. This can be your name, email, contact information or other type of information that can be traced back to you.