



Privacy Notice – your Personal Data

Introduction

Driver Hire is a network of businesses, including businesses which are predominantly owned and operated by independent franchisees (the “**Driver Hire Nationwide**” network) together with Driver Hire Group Services Limited (“**DHGS**”) and DH People Plus Limited t/a Driver Hire Training (“**DHT**”), who provide and support a nationwide provision of work opportunity for drivers, driver recruitment, temporary worker provision, training and worker engagement support services. In this privacy notice we refer to the Driver Hire Nationwide network, DHGS and DHT as “**Driver Hire**”, “we” or “us”, and to DHGS and DHT together as the “**Driver Hire Group**”.

Driver Hire respects your privacy and is committed to protecting your personal data. This privacy notice will let you know how we look after your personal data when you visit our website and engage

with Driver Hire (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

Please read this Privacy Notice carefully. Your attention is also drawn to the separate Terms and Conditions of use of this website.

Please note the Glossary to understand the meaning of some of the terms used in this privacy notice.

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1. Important information and who we are

Purpose of this privacy notice

This privacy notice aims to give you information on how Driver Hire collects and processes your personal data through your use of this website, and your wider engagement with us, including any data you may provide through this website when you sign up to our newsletter or purchase a product or sign up for us to provide services to you or take part in a competition.

This website is not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we use your data.

Joint Controller

Driver Hire is made up of the Driver Hire Nationwide network of predominantly independent franchisee businesses, DHGS and DHT. Ownership details of your local Driver Hire Nationwide office can be found [here](#). Contact details for the offices can be found [here](#).

It is important for the operation of Driver Hire in delivering services to you, for example work opportunity provision and training support that your data is transferred between Driver Hire Nationwide

and Driver Hire Group, we also share information so that we can conduct legitimate marketing activities.

In respect of personal data of Driver Hire customers, DHGS, DHT and Driver Hire Nationwide franchisees are joint controllers. This means we can jointly decide an appropriate approach to the purpose for which your personal data is used and the means of processing it. It also means that DHGS, DHT and the individual Driver Hire network franchisees with whom you engage can decide the purposes they use your personal data for and processing approach.

This privacy notice sets out the agreed arrangements between Driver Hire Nationwide network and Driver Hire Group as joint controllers of your personal information, it also identifies who will be responsible for providing you with information about how and why we use your information and who will be responsible for dealing with a request from you.

You will engage with, register with and always know which Driver Hire Nationwide local offices who will assist in providing and facilitating provision of Driver Hire services to you. You will always know which local office provides you with support.

DHGS is the controller of and responsible for this website.

Please note each Driver Hire Nationwide network franchisee is independently responsible for its own legal and regulatory compliance and for the operation of its own local office and business and all obligations arising from any transactions they enter into with you. The individual Driver Hire Nationwide network offices may have their own privacy notices and you should also refer to your Driver Hire Nationwide network local office for further guidance and information about how they manage your personal data.

DHGS has appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the data privacy manager using the details set out below.

Contact details

Our full details are:

Full name of legal entity: Driver Hire Group Services Limited

Name or title of data privacy manager: Quality Manager

Email address: quality@driverhire.co.uk

Postal address: 7 Bradford Business Park, Kings Gate, Bradford, West Yorkshire BD1 4SJ

Telephone number: 01274 361000

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, be

happy to consider and assist you with any concern you may have so would be delighted if you might contact us in the first instance.

Changes to the privacy notice and your duty to inform us of changes

This version was last updated on **2nd May 2018**.

The data protection law in the UK changes on 25 May 2018. Although this privacy notice sets out most of your rights under the new laws, we may not yet be able to respond to some of your requests until 25 May 2018.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Third-party links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

2. The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

When you visit one of our Driver Hire websites, you may complete a form or make an enquiry, we collect personal information and this is used by Driver Hire to manage your enquiry. You will usually be directed to the relevant local Driver Hire office and/or DHT to engage with in order to assist you.

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- **Identity Data** includes first name, last name, username or similar identifier, title, date of birth and gender.
- **Contact Data** includes billing address, delivery address, email address and telephone numbers.
- **Financial Data** includes bank account and payment card details.
- **Transaction Data** includes details about payments to and from you and other details of products and services you have purchased from us.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- **Profile Data** includes your username and password, purchases or orders made by you, your interests, preferences, and feedback and survey responses.
- **Usage Data** includes information about how you use our website, products and services.

- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.
- **Employment History Data**
- **Training History Data**

We also collect, use and share **Aggregated Data** such as statistical or demographic data for analytic purposes (for example to improve our website and make it more attractive and easier to use). Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

We do collect some limited **Special Categories of Personal Data** about you (this may include details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). We also may collect information about criminal convictions and offences.

We will only collect such Special Category data as permitted by law and as required in order to provide our services to you, to engage with clients who might offer you work and to meet legal obligations. We will not share that information without your specific agreement unless we are legally obliged to do so, or the processing is necessary for carrying out obligations in the field of employment, necessary for assessment of working capacity or in the public interest.

If you fail to provide personal data

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

3. How is your personal data collected?

We use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email, in person or otherwise. This includes personal data you provide when you:
 - Register with us or apply for our products or services;
 - create an account on our website;
 - subscribe to our service or publications;
 - request marketing to be sent to you;
 - enter a competition, promotion or survey; or
 - give us some feedback.
- **Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We

collect this personal data by using cookies, server logs and other similar technologies. We may also receive Technical Data about you if you visit other websites employing our cookies. Please see our [cookie policy](#) for further details.

- **Third parties or publicly available sources.** We may receive personal data about you from various third parties and public sources as set out below:
 - Technical Data from the following parties:
 - (a) analytics providers such as Google based outside the EU;
 - Contact, Financial and Transaction Data from providers of technical, payment and delivery services such as Call Credit based inside the EU.
 - Identity and Contact Data from publicly available sources such as Companies House and the Electoral Register based inside the EU.
 - Driver and related history from DVLA.

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract, we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.
- Generally we do not rely on consent as a legal basis for processing your personal data other than in relation to the Special Categories of Personal Data details of which and condition for processing are set out above. We may also send direct marketing communications to you via email or text message based on consent. You have the right to withdraw consent to marketing at any time by [contacting us](#), unsubscribe opportunities will be presented to you when we communicate with you on a direct marketing basis.

More information about the types of lawful conditions of processing are set out in the Glossary below.

Purposes for which we will use your personal data

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please [contact us](#) if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To register you as a new candidate or customer including gathering information necessary	(a) Identity (b) Contact	(a) Performance of a contract with you

<p>to allow you to be offered as a worker or recruit and to establish your suitability, training, employment, health, driving and criminal conviction history (to the extent reasonably required and only as permitted by law) taking particular note of the Rehabilitation of Offenders Act 1974.</p>	<p>(c) Special Category (d) Employment (e) Training</p>	<p>(b) Necessary to comply with a legal obligation (c) assessment of working capacity (d) necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment</p>
<p>To process and engage with you, in respect of job opportunities, training courses and worker support services including:</p> <p>(a) Manage payments, fees and charges (b) Manage assignment and engagement related activities, for example time and attendance, incidents management. (c) Engage with you in respect of worker support services, training records and training. (d) Collect and recover money owed to us</p>	<p>(a) Identity (b) Contact (c) Financial (d) Transaction (e) Marketing and Communications (f) Special Category (g) Employment (h) Training</p>	<p>(a) Performance of a contract with you (b) Necessary for our legitimate interests (to recover debts due to us) (c) Necessary to comply with a legal obligation (d) assessment of working capacity (e) necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment</p>
<p>To manage our relationship with you and our potential clients and clients who may want to engage you or provide assignments as a Temporary worker which will include:</p> <p>(a) Notifying you about changes to our terms or privacy policy (b) Informing you of relevant opportunities and worker support (C) engaging with client feedback and assignment and engagement related issues. (c) Asking you to leave a review or take a survey</p>	<p>(a) Identity (b) Contact (c) Profile (d) Marketing and Communications (e) Special Category</p>	<p>(a) Performance of a contract with you (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services) (d) Necessary to comply with a legal obligation (e) assessment of working capacity (f) necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment</p>
<p>To enable you to partake in a prize draw, competition or complete a survey</p>	<p>(a) Identity (b) Contact (c) Profile</p>	<p>(a) Performance of a contract with you (b) Necessary for our legitimate interests (to study how customers use our</p>

	(d) Usage (e) Marketing and Communications	products/services, to develop them and grow our business)
To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity (b) Contact (c) Technical	(a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise) (b) Necessary to comply with a legal obligation
To deliver relevant website content and advertisements to you and measure or understand the effectiveness of the advertising we serve to you	(a) Identity (b) Contact (c) Profile (d) Usage (e) Marketing and Communications (f) Technical	Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy)
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	(a) Technical (b) Usage	Necessary for our legitimate interests (to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy)
To make suggestions and recommendations to you about goods or services that may be of interest to you	(a) Identity (b) Contact (c) Technical (d) Usage (e) Profile	(a) Performance of a contract with you (b) Necessary for our legitimate interests (as we develop our products/services and to grow our business)

Marketing

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising, you can unsubscribe at any time from our use of your personal data for marketing and advertising communication by contacting us or by using the unsubscribe link in any e-mail marketing communication we provide.

Promotional offers from us

We may use your Identity, Contact, Technical, Usage and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you (we call this marketing).

You will receive marketing communications from us if you have requested information from us or purchased goods or services from us or if you provided us with your details when you entered a

competition or registered for a promotion and, in each case, you have not opted out of receiving that marketing. As above, you can unsubscribe at any time from our use of your personal data for marketing and advertising communication by contacting us or by using the unsubscribe link in any e-mail marketing communication we provide.

Third-party marketing

We will get your express opt-in consent before we share your personal data with any third party for marketing purposes. We will ensure that any such request is entirely clear and easy to understand, providing you with control of your personal data use.

Opting out

You can ask us or third parties to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you or by [contacting us](#) at any time.

Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see our [cookie policy](#).

Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

5. Disclosures of your personal data

We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 4 above.

- Amongst Driver Hire.
- External Third Parties as set out in the Glossary.
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

International transfers

We do not transfer your personal data outside the European Economic Area (**EEA**).

6. Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

7. Data retention

How long will you use my personal data for?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can

By law we have to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they cease being customers for tax purposes. We also retain

proof of entitlement to work and qualification information to allow us to comply with a legal or regulatory obligation which may require us to make that information available.

In some circumstances you can ask us to delete your data: see Request Erasure below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

8. Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. Please see below to find out more about these rights.

If you wish to exercise any of these rights, please [contact us](#).

No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

9. Glossary

LAWFUL BASIS

Legitimate Interest means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data

for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

Performance of Contract means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

Comply with a legal or regulatory obligation means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

THIRD PARTIES

Internal Third Parties

Other companies in the Driver Hire Group, legitimately operating under the Driver Hire brand acting as joint controllers or processors and who are based in the UK, including: Driver Hire Group Services Limited, Driver Hire Nationwide network, DH People Plus Limited t/a Driver Hire Training.

External Third Parties

- Service providers acting as processors based in the UK who provide IT and system administration and business support services.
- Professional advisers acting as processors or joint controllers including lawyers, bankers, auditors and insurers based in the UK who provide consultancy, banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities acting as processors or joint controllers based in the United Kingdom who require reporting of processing activities in certain circumstances.

We will update this list from time to time.

YOUR LEGAL RIGHTS

You have the right to:

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.