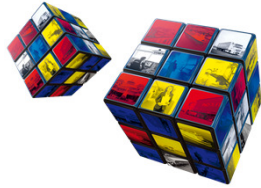




Fair Processing Notice





Fair Processing Notice

At P&O Ferrymasters Ltd we're committed to protecting and respecting your privacy.

This policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

By attending this training, you're agreeing to be bound by this policy. Any questions regarding this policy and our privacy practices should be sent by email to drivertraining@pofm.com or in writing to POFM Driver Training, P&O Ferrymasters Ltd, Channel House, Channel View Road, Dover CT17 9TJ. Alternatively, you can telephone 01304 224213

How do we collect information from you?

We might collect data from you when you contact us, either on the telephone or via email or in person as part of the identification or registration for training process.

We may collect data from you as part of an on site induction using a software package named Iformbuilder, which is part of Zerion Software. For more information please visit:

<https://webstaging.zerionsoftware.com/>





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What type of information is collected from you?

Name

Contact details

How is your information used?

We will use your information to:

- keep a record of drivers who have been trained in specific site, safety and load securing guidelines in order to service P&O Ferrymasters Ltd customers.
- complete an attendance certificate;
- create a driver training card;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest to you;



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We review our retention periods for personal information on a regular basis. We will hold some types of information, for example data about your training, to fulfil our obligations for up to seven years,

Depending on the type of data we will hold your personal information on our systems for:

We will retain your name, address, photograph, employer and driving licence data for seven years

We will retain your payment details (where given) for seven years

Who has access to your information?

Your information may be collected by P&O Ferrymasters staff using a software package from Iformbuilder, which is part of Zerion Software. Zerion Software is a US based company and adheres to the Privacy Shield Principles (<https://www.privacyshield.gov/>) and the EU GDPR regulations. For further information please visit: <https://webstaging.zerionsoftware.com/security/gdpr/>



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The information collected will be uploaded to our internal database for the recording of driver training and processed locally for Driver Training Card manufacture. All details are held on a central secure server in the UK, only staff who have specific security permission can access the data.

We will share your information with Euclid (<https://www.euclid.co.uk/>) using their secure web portal, for the manufacture of driver training cards on behalf of P&O Ferrymasters Ltd, for all drivers trained by P&O Ferrymasters Ltd. For more information please visit: <https://www.euclid.co.uk/privacy-policy>

How you can access and update your information?

The accuracy of your information is important to us. If you would like to access to the data we hold on you please contact: drivertraining@pofm.com Alternatively, you can telephone 01304 224213



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How you can access and update your information – cont.

You have the right to ask for a copy of the information P&O Ferrymasters Ltd hold about you

You have the right to request that the data we hold on you is erased or rectified. For example, if you don't want us to use your information for views and comments on the services we provide, you can ask to have your contact details removed.

How do I complain to the regulator?

If you would like to complain about the way we handle data please visit the Information Commissioners

Office: <https://ico.org.uk/concerns/>



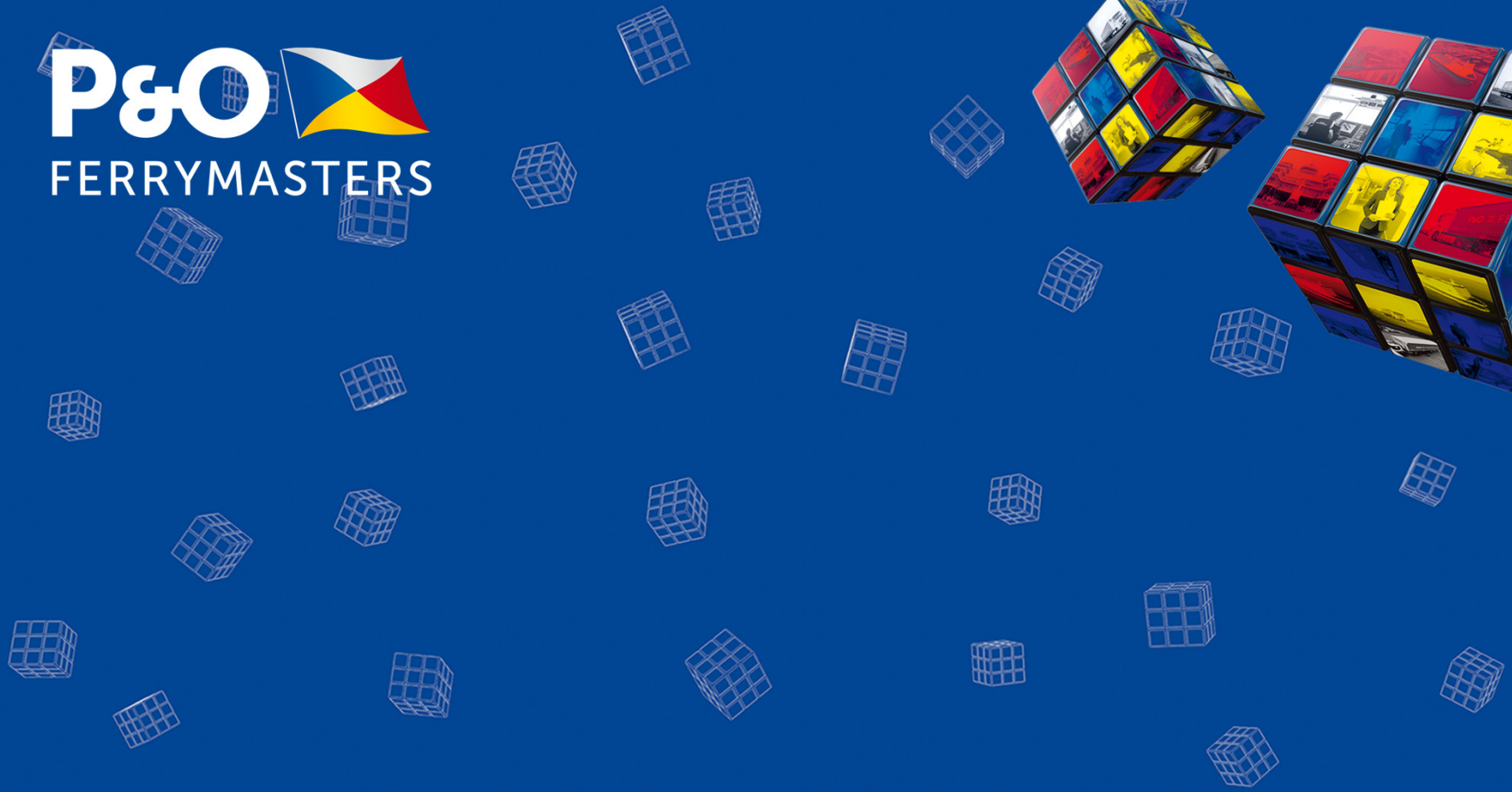
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