

# ----- Kingston Vehicle Leasing Limited -----

## **Confidentiality and Data Protection**

### **Privacy Policy**

We are Kingston Vehicle Limited, company number 2800074 and whose registered office is at Princes House, Wright Street, Hull, HU2 8HX ('we', 'us' or 'our'). We take the privacy of our customers very seriously. We ask that you read this Privacy Policy ('the Policy') carefully as it contains important information about how we will use your personal data.

For the purposes of the Data Protection Act 1998 ('the DPA'), we are the 'data controller' (i.e. the company who is responsible for, and controls the processing of, your personal data). Data Protection registration number: Z7783145.

### **How we use personal data**

We will use the personal data you disclose to us for the following purposes;

- to assist us in processing your enquiries and obtaining the services which you require
- to help us identify you and any accounts you hold with us
- undertaking credit checks
- administration
- fraud prevention and detection
- billing and order fulfilment

### **Personal data we may collect**

We will obtain personal data about You (including but not limited to your name, address, contact information, interests, payment details, opinions) and those whose personal data you have with express authority disclosed to us ('Others') whenever you complete an online form or make a telephone enquiry with us to receive our services.

For example, we will obtain personal data when you (e.g. contact us for any reason, or purchase services). We may also obtain sensitive personal data about you or others if you volunteer it during the completion of an online form or telephone enquiry. If you volunteer such information, you will be consenting to our processing it for the purpose of carrying out our business activities for your benefit and for dealing with whatever business resulted in you providing the data to us.

### **Disclosure of personal data**

We may disclose personal data which you provide to us to;

- Our agents and service providers (e.g. providers of maintenance services or potential funders);
- law enforcement agencies in connection with any investigation to help prevent unlawful activity;
- finance companies with whom we deal for the purposes of providing our services to you;

We will not sell or otherwise disclose any personal data provided to us to any other party without your express permission.