



## Holler Chauffeur Drive Ltd (HCD) GDPR Privacy Notice

Holler Chauffeur Drive Ltd are fully compliant with the **GDPR** which comes into force in the UK on 25<sup>th</sup> May 2018.

### What information do we collect about you?

We collect information about you when you complete relevant forms for us, including the driver application form and the customer account application form.

### How will we use the information about you?

We will use the information about you to administer the services offered by Holler Chauffeur Drive Ltd. We may pass the information about you to Transport for London. Limited, anonymised website use information may be passed to Google Analytics for analysis. We will not disclose any information about you to any company other than noted above, or if required to do so by law.

### Marketing

We would like to send you information about our services. If you have consented to receive such marketing information, you may opt out at any time. You have a right at any time to stop us from contacting you for marketing purposes.

### Access to your information and correction

You have the right to request a copy of all the information that we hold about you.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### Retention of data

Once you are no longer involved with Holler Chauffeur Drive whether as a customer or a driver, we will securely retain your data for 5 years, as we have to be able to recall journeys at any time for submission to Transport for London over that time period.

### How to contact us

If you have any questions about our privacy policy or information we hold about you, please contact us at [GDPR@hcdchauffeurdrive.com](mailto:GDPR@hcdchauffeurdrive.com)

Thank you.