



## **Our Data Policy**

This data policy sets out how Complete Vehicle Management Limited protects any information that you give Complete Vehicle Management Limited through this website or other means. Any information provided to Complete Vehicle Management Limited will only be used in accordance with this policy.

This policy may change from time to time. To ensure you are aware of any changes please check this page again in the future before providing additional information to CVM Group Limited Complete Vehicle Management Limited will not share your information with any third party.

## **Data Storage and Security**

We have in place robust physical, managerial and digital procedures to ensure your information is protected and is safe from unauthorised disclosure/access. CVM is committed to protecting the security of data through the preservation of:

- Confidentiality: protecting information from unauthorised access and disclosure.
- Integrity: safeguarding the accuracy and completeness of information and processing methods.
- Availability: ensuring that information and associated services are available to authorised users when required.

CVM will develop, implement and maintain this Data Protection and Retention Policy to ensure data is sufficiently stored, processed, transmitted and destroyed in a way consistent with our legal, contractual and ethical obligations.

At any time you may request details of personal information that Complete Vehicle Management hold about you as per the Data Protection Act of 1998. A small administration fee will be payable for this. If you would like a copy of the information held about you currently please contact [info@cvmgroup.co.uk](mailto:info@cvmgroup.co.uk)

## **Cookie use**

Cookies are tiny text files stored on your computer when you visit certain web pages. At Complete Vehicle Management Limited cookies are used to identify when you visit a particular site, as well as analyse web traffic. Cookies also facilitate a more personal web experience, allowing web applications to gather information about your personal preferences, and respond to you as an individual. By using this website you agree to the use of these cookies. Please note that cookies can't harm your computer. We don't store personally identifiable information such as credit card details in cookies we create, but we do use encrypted information gathered within these cookies along with third party data for advertising and marketing purposes, including interest based advertising. To find out more about interest based advertising please visit [youradchoices.com](http://youradchoices.com) and to opt out of interest based advertising please visit [aboutads.info/choices](http://aboutads.info/choices). To opt out of Google cookie use specifically please visit Google Ads Settings

## **Use of data for Finance Applications**

We would like to tell you how the information you provide will be used in connection with your application. Information means anything you have given us which we pass to our finance partners, or which they receive from their own enquiries and searches at the credit reference and fraud prevention agencies. This applies to all applicants, including directors and partners.

Our finance partners will check your details with credit reference and fraud prevention agencies, and these agencies will record the check. They will provide the agencies with your current and previous names, address and date of birth, so if you are providing information about others. The agencies will provide them with public information about you and third party financially linked to you. Information such as county court judgements (CCJ's) and bankruptcies, electoral register and fraud prevention on you and your financial associates, current and previous names, addresses and dates of birth. If false or

inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information.