

## Privacy policy

Your privacy on the internet is of utmost importance to Fleet Forum. By visiting our website pages, you are consenting to our terms and conditions. This privacy statement describes Fleet Forum's policy concerning the gathering and sharing of visitors' information through the Fleet Forum website. It applies to the content on the website with the:

- fleetforum.org domain name;
- Fleet Forum tools (e-Learning platform, Fleet Forum Clean Fleet Toolkit, The Fleet Forum Knowledge Platform and our Annual Fleet Forum Conference app);
- Driver's Seat (driversseat.online website and the smartphone application);
- Training portal where we host our virtual trainings and Driver's Seat, the School;
- Webinars hosted by Fleet Forum and/or its' partners or members;
- Micro-learning platforms;
- virtual games developed by Fleet Forum.

Fleet Forum makes no representation or warranty that the information provided, regardless of its source is accurate, complete, reliable, current or error-free. Fleet Forum disclaims all liability for any inaccuracy, error or incompleteness in the content.

## What information does Fleet Forum collect?

### Normal web site usage

In general, you can browse the Fleet Forum site without telling us who you are or revealing any personal information about yourself. The only information we gather during general browsing is from standard server logs. These include your IP (Internet Protocol) address, domain name, browser type, operating system, and information such as the web site that referred you to us, the files you download, the pages you visit, and the dates/times of those visits.

### Collection of personally identifiable information

If you register for a newsletter, use our Fleet Forum tools, request information, register for an event, workshop or training, provide feedback, apply for a job, or join an electronic mailing list, you will be asked to provide personal information such as your name, telephone number, job title and e-mail address. This information is collected only with your knowledge and permission, and is kept in the Fleet Forum databases and mailing lists.

On the Fleet Forum website, registering or supplying personal information sets a cookie\*. By setting this cookie, Fleet Forum will remember your details the next time you visit, so you don't have to re-enter the information. This helps us to provide you with a better service.

By accessing and using the Fleet Forum website and the Fleet Forum tools, you are consenting and agree for the information or data provided by the user to be stored on our Fleet Forum servers. This information or data can be used and interpreted for e.g. benchmarking. This information can be used also for web site traffic analysis. If the user provides unique identifying information, such as name, address and other information or data on forms stored on this site, information can be used only for statistical purposes and could be published for general access. The Fleet Forum, however, assumes no responsibility for the security of this information.

## Photo Use

Photographs and/or videos of participants will be taken during programmes, trainings, workshops and events. The photos or video may be used in future promotional materials, such as online or in promotional videos.

## What does Fleet Forum do with the information it collects?

### Normal web site usage

The information gathered during general browsing of the "fleetforum.org" domain is used to analyse trends and usage of the Fleet Forum website and to improve the usefulness of the site. It is not connected with any personal information.

## Personally identifiable information

Fleet Forum may use the personal information you provide to:

- Contact you – either in response to a query or suggestion, or to email newsletters, documents, publications etc. to you;
- ‘Remember’ your online profile and preferences;
- Help you quickly find information that is relevant to you based on your interests, and help us create site content most relevant to you;
- Publish certificates for trainings you attend;
- Statistical analysis;

## Trainings recognised by qualifying institutions

By attending a virtual Fleet Forum Training (Fleet Management Fundamentals and /or Pro training) participants, give consent to Fleet Forum as their education provider to pass on their personal/contact details to CILT International as the governing body for their qualification.

## What if I don't want to provide personal information?

Providing personal information on the Fleet Forum site is optional. If you choose not to provide personal information, you can still browse and use the Fleet Forum site, but you will not be able to carry out certain actions such as register for a newsletter or watch a video.

## Opting out and changing your information

At any time, you can cancel or modify your information by returning to the webpage where you first provided the information and contacting the focal point for that page or department. Where contact details are not provided on the page, you can contact us for further information: [info@fleetforum.org](mailto:info@fleetforum.org). If you would like to opt-out of a newsletter, Fleet Forum always provides an ‘unsubscribe’ option at the bottom of our newsletters.

## Security

Fleet Forum does not sell any personally identifiable information volunteered on the Fleet Forum site to any third parties. The Site and the Service contain links to third party websites and resources. You acknowledge and agree that Fleet Forum is not responsible or liable for the availability, accuracy, content or policies of third party websites or resources. Any information provided to Fleet Forum by users of the Fleet Forum site is held with the utmost care and security, and will not be used in ways other than as set forth in this privacy policy, or in any site-specific policies, or in ways to which you have explicitly consented. Fleet Forum employs a range of technologies and security measures to protect the information maintained on our systems from loss, misuse, unauthorized access or disclosure, alteration, or destruction.

All our employees who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of official business matters, including personal data. The Fleet Forum site contains links to videos and sites external to the fleetforum.org domain. Fleet Forum is not responsible for the privacy practices or the content of such sites.

## Notification of changes

Changes to this privacy policy will be posted on the Fleet Forum home page at: <http://www.fleetforum.org/>

## Contact

For questions or queries regarding this privacy policy, please contact us at: [info@fleetforum.org](mailto:info@fleetforum.org).

### \*Cookies

A cookie is a small amount of data that is sent from a web server to your browser. It is normally used to assign a unique identification to your computer and securely store information such as user IDs, passwords, preferences, and online profiles.

It is stored on the hard drive of your computer. You can choose not to have cookies delivered by the Fleet Forum site by clicking on the 'Use of Cookies' link in the footer of the website. Different web sites can send their own cookies to your computer. To protect your privacy, your browser only allows a web site to access the cookies it has already sent you, not the cookies sent by other sites.