



Paramount Executives – Data Protection Policy

Purpose

This policy explains how Paramount Executives collects, stores, uses and protects personal information. We are committed to keeping all data secure and handling it responsibly.

Types of Data We Hold

We may store the following information for bookings and operational purposes:

- Customer names
- Contact numbers
- Pickup and drop-off addresses
- Booking history
- Driver details
- Vehicle details
- Payment or invoice information (where applicable)

How Data Is Stored

- All digital records are stored on password-protected devices.
- Laptops, tablets and mobile phones used for bookings are secured with passwords or biometric access (such as face or fingerprint recognition).
- Cloud-based booking systems are protected with strong passwords and access controls.
- Any handwritten booking sheets are kept in a secure location accessible only by authorised staff.

Who Has Access to the Data

- Only authorised staff and management have access to customer information.
- Drivers only receive the details required to complete a booking (name, pickup, destination, contact number if necessary).
- No one outside of Paramount Executives has access unless legally required.

How Data Is Used

- To manage bookings and provide transport services.
- To communicate with customers regarding their journey.
- To comply with licensing and legal obligations if required.



Data Sharing

- We do not sell, share or transfer customer data to any third party.
- Data may only be shared with the police or relevant authority if legally requested.

Data Security Measures

- Strong passwords are used across all devices.
- Devices are kept up to date with security patches.
- Staff are instructed to keep all data confidential and never leave devices unattended.
- Any paper records are destroyed securely when no longer needed.

Data Retention

- Booking records are kept only for as long as required by law or operational needs.
- Data is securely deleted or shredded once no longer necessary.

Customer Rights

Customers may request access to the information we hold about them, and we will respond within a reasonable time.

Data Breaches

If any data breach occurs, Paramount Executives will take immediate action to contain it and notify the relevant authorities where required.

Review

This policy is reviewed annually or sooner if required due to regulatory or operational changes.

Signed:

Paramount Executives

Date: _____20/11/2025_____