

Privacy Policy

Gemini Drivers Limited

Effective Date: 7 July 2026

Last Updated: 7 July 2026

1. Introduction

Gemini Drivers Limited ("Gemini", "we", "our" or "us") is committed to protecting your privacy and handling your personal information responsibly and transparently.

This Privacy Policy explains how we collect, use, store, share and protect your personal information when you:

- Visit our website;
- Apply to become a trade plate driver;
- Register to work with Gemini Drivers Limited;
- Use our online driver portal;
- Contact us by telephone, email or through our website;
- Receive vehicle movement work through Gemini; or
- Use any of our recruitment or logistics services.

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and all other applicable UK data protection legislation.

2. Data Controller

The Data Controller responsible for your personal information is:

Gemini Drivers Limited

Company Number: **11084569**

Registered Office:

Units 3 & 8 Sneyd Business Park
Sneyd Street
Sneyd Green
Stoke-on-Trent
Staffordshire
ST6 2NP

Email: **info@geminidrivers.co.uk**

Telephone: **0330 333 9265**

If you have any questions regarding this Privacy Policy or your personal data, please contact us using the details above.

3. Personal Information We Collect

Depending on your relationship with us, we may collect the following information.

Driver Information

- Full name
- Date of birth
- Postal address
- Telephone number
- Email address
- National Insurance number
- Driving licence details
- DVLA licence check information
- Passport or other identity documents
- Right to work documentation
- Proof of address
- Insurance details
- Bank account details for payments
- Emergency contact details
- Vehicle movement history
- Driver performance records
- Communication history
- Training records
- Compliance documentation

Customer Information

If you are a customer we may collect:

- Name
- Business name
- Company address
- Telephone number
- Email address
- Vehicle collection and delivery details
- Billing information
- Communication records

Website Information

When you use our website we may collect:

- IP address
- Browser type

- Device information
 - Operating system
 - Website usage information
 - Cookies
 - Analytics information
 - Pages visited
 - Date and time of visits
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4. Special Category Data

In limited circumstances we may process special category personal data where necessary, including information relating to:

- Health (where relevant to driving capability)
- Criminal convictions or DBS information (where required)
- Equality and diversity monitoring (where voluntarily provided)

We only process this information where permitted by law.

5. How We Collect Your Information

We collect personal information directly from you when you:

- Complete our online application forms
- Register through our website
- Contact us by telephone
- Send us an email
- Submit documents
- Use our online portal
- Accept vehicle movement work
- Complete compliance checks

We may also collect information from:

- DVLA
 - Government agencies
 - Identity verification providers
 - Previous employers or references
 - Publicly available sources
 - Job boards where you have made your information publicly available
 - Recruitment partners
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6. How We Use Your Information

We use your information to:

- Recruit suitable trade plate drivers
 - Assess your suitability for work
 - Verify your identity
 - Verify your right to work
 - Carry out driving licence checks
 - Allocate vehicle movements
 - Manage driver schedules
 - Process payments
 - Communicate with drivers
 - Maintain driver records
 - Manage customer bookings
 - Improve our services
 - Operate our online portal
 - Respond to enquiries
 - Comply with legal obligations
 - Prevent fraud
 - Protect our business
 - Resolve disputes
 - Maintain health and safety
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7. Our Lawful Basis for Processing

We process your information under one or more of the following lawful bases under Article 6 UK GDPR.

Contract

Where processing is necessary to:

- Recruit you
- Offer work
- Manage your assignments
- Pay you
- Provide our services

Legal Obligation

Where we must comply with legal obligations including:

- HMRC
- Employment legislation
- Road traffic legislation
- Health and Safety legislation
- Financial record keeping

- Regulatory obligations

Legitimate Interests

We have legitimate interests in:

- Recruiting suitable drivers
- Operating our logistics business
- Managing vehicle movements
- Protecting our systems
- Maintaining records
- Preventing fraud
- Improving our services
- Recovering unpaid debts
- Ensuring compliance
- Managing customer relationships

Consent

Where consent is required, for example:

- Marketing communications
- Optional cookies
- Certain background checks where required

You may withdraw your consent at any time.

8. Driver Portal

If you use our Driver Portal we may process information including:

- Login credentials
 - Job allocations
 - Completed movements
 - Uploaded documents
 - Vehicle movement history
 - Driver communications
 - Compliance documentation
 - Device information
 - IP address
 - Login history
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9. Cookies

Our website uses cookies to improve your browsing experience.

Cookies help us:

- Keep the website secure
- Remember your preferences
- Analyse website traffic
- Improve website performance
- Monitor website usage

Where required by law, we will ask for your consent before placing non-essential cookies on your device.

Please also refer to our Cookie Policy.

10. Marketing

We may occasionally contact you regarding:

- Driver recruitment opportunities
- New services
- Company updates
- Business news

Where marketing consent is required, we will only contact you where you have agreed or where permitted by law.

You may unsubscribe at any time.

11. Sharing Your Information

We may share your information with:

- Customers requiring vehicle movement services
- DVLA
- HMRC
- Banks and payment providers
- Accountants
- IT service providers
- Website hosting providers
- Cloud storage providers
- Insurance companies
- Legal advisers
- Debt recovery agencies where necessary
- Government bodies
- Police or regulatory authorities where legally required

We only share information where necessary and appropriate safeguards are in place.

12. International Transfers

We normally store and process your personal information within the United Kingdom.

If personal information is transferred outside the UK, we will ensure appropriate safeguards are in place, including UK International Data Transfer Agreements or other lawful transfer mechanisms.

13. Data Security

We take appropriate technical and organisational measures to protect your personal information.

These measures include:

- Secure servers
- Encrypted connections (SSL)
- Password protection
- Access controls
- Staff confidentiality obligations
- Secure backups
- Firewall protection
- Software updates
- Anti-virus protection

While no system can ever be completely secure, we continually review our security measures.

14. How Long We Keep Your Information

We only retain personal information for as long as necessary.

Typical retention periods include:

Information	Retention Period
Driver applications (unsuccessful)	12 months
Active driver records	Duration of engagement plus 6 years
Payment records	6 years
Tax records	6 years (or longer where legally required)
Customer records	6 years
Vehicle movement records	6 years
Website enquiries	Up to 24 months
Marketing consent records	Until withdrawn

Where required by law, records may be retained for longer.

15. Your Rights

Under UK GDPR you have the right to:

- Be informed about how we use your information
- Request access to your personal information
- Request correction of inaccurate information
- Request deletion of your information where applicable
- Restrict processing
- Object to processing
- Data portability where applicable
- Withdraw consent at any time
- Not be subject solely to automated decision-making where applicable

To exercise any of these rights please contact us.

16. Automated Decision Making

Gemini Drivers Limited does not make decisions about individuals based solely on automated processing that produce legal or similarly significant effects.

Applications and driver assessments are reviewed by appropriately authorised personnel.

17. Children's Privacy

Our services are intended for individuals aged 18 years and over.

We do not knowingly collect personal information from anyone under the age of 18.

18. Third-Party Websites

Our website may contain links to external websites.

We are not responsible for the privacy practices of those websites and encourage you to read their privacy policies.

19. Making a Complaint

If you are unhappy with how we have handled your personal information, please contact us first.

Gemini Drivers Limited

Email: **info@geminidrivers.co.uk**

Telephone: **0330 333 9265**

Address:

Units 3 & 8 Sneyd Business Park
Sneyd Street
Sneyd Green
Stoke-on-Trent
Staffordshire
ST6 2NP

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office

Website: <https://ico.org.uk/make-a-complaint/>

Telephone: 0303 123 1113

Address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

20. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in legislation, technology or our business operations.

The latest version will always be published on our website together with the date it became effective.