

Annex 3 to the Framework Agreement

## Fleet Reporting data handling

\_\_\_\_\_  
Contract No.

\_\_\_\_\_  
Client No.

\_\_\_\_\_  
Client name

\_\_\_\_\_  
Date

Type      Initial      Addition      Change

### Data protection

Alphabet Fleet Management (Switzerland) Ltd, Industriestrasse 20, 8157 Dielsdorf, Switzerland, collects and processes the personal data of its clients in order to provide them with a reporting tool containing information on their individual fleet. The stored data primarily includes (but is not limited to):

- Contract data (e.g. client name and client number, contract numbers, driver names, number plates, and lease agreement details such as vehicle models, contract duration and mileage)
- Account data (e.g. cost centres, data relevant to IFRS 16)
- Client transaction data (e.g. actual mileage including deviations, fuel consumption)

### Acknowledgement

The Client acknowledges that the following person(s) is/are authorised to access Fleet Reporting and the Client information and contract information contained therein. Should these permissions change, the Client will inform the Lessor immediately and provide a new list of those authorised to access Fleet Reporting.

\_\_\_\_\_  
First name and surname

\_\_\_\_\_  
Client number/name

\_\_\_\_\_  
Job title

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Authorised signature