

# Security and data overview

How asasii fleet handles sign-in, roles, audit, where the data lives, tracker and personal data, idataraya's access, money controls and continuity.

## Identity and access

|                              |                                                                |
|------------------------------|----------------------------------------------------------------|
| <b>Office staff</b>          | Single sign-on with MFA                                        |
| <b>A contracted workshop</b> | Email sign-in with MFA                                         |
| <b>Drivers</b>               | Staff number and PIN; no password                              |
| <b>Driver phones</b>         | Bound on first sign-in, and can be revoked by the fleet office |
| <b>PIN reset</b>             | From the console, never by SMS                                 |
| <b>Driver session</b>        | Stays signed in for 30 days on duty                            |

## Roles

|                              |                                                                                                                                      |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Roles</b>                 | Fleet manager, fleet admin, trip planner, finance, workshop contractor and driver                                                    |
| <b>Access</b>                | Read or edit by area: vehicles, drivers, trips, defects, compliance, costs and settings                                              |
| <b>Grounded vehicles</b>     | Released by the fleet manager, with a reason                                                                                         |
| <b>A contracted workshop</b> | Its own jobs and bookings, the vehicle's history at that workshop and its own invoices; not other workshops, drivers, trips or costs |
| <b>Drivers</b>               | Their own vehicle for the day, their own trips and licence, and defect reports                                                       |

## Audit

|                         |                                                                                               |
|-------------------------|-----------------------------------------------------------------------------------------------|
| <b>What is recorded</b> | Every write, with who, when and what                                                          |
| <b>Retention</b>        | Seven years                                                                                   |
| <b>Key actions</b>      | Grounding and releasing a vehicle, naming a driver, changing a rule and importing a statement |
| <b>Summonses</b>        | Naming, disputing and paying are one click each, and each is in the audit log                 |

## Where the data lives

|                    |                                                                                   |
|--------------------|-----------------------------------------------------------------------------------|
| <b>Environment</b> | The organisation's own environment, run by its own IT                             |
| <b>Ownership</b>   | The data is the organisation's; its team holds the keys, the backups and the data |
| <b>Trackers</b>    | Bought and owned by the organisation; idataraya holds no position data            |

## Tracker and personal data

|                        |                                                                                                                                             |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Positions</b>       | Kept 12 months by default                                                                                                                   |
| <b>Trips and costs</b> | Kept seven years                                                                                                                            |
| <b>Driver location</b> | Shown to the office while a trip is under way or the vehicle is moving in working hours; outside that, the vehicle is shown, not the driver |
| <b>PDPA</b>            | The organisation's IT confirms the retention classes against its PDPA register                                                              |
| <b>Driving events</b>  | Shown per trip and per month in plain words; drivers are not scored                                                                         |

## idataraya's access

|               |                                                                             |
|---------------|-----------------------------------------------------------------------------|
| <b>Record</b> | Every command in the organisation's audit log, with a transcript sent after |
|---------------|-----------------------------------------------------------------------------|

## Money controls

|                         |                                                                                |
|-------------------------|--------------------------------------------------------------------------------|
| <b>Fuel cards</b>       | Bound to a vehicle, each with a limit; spare cards locked                      |
| <b>Unmatched fuel</b>   | Asked of the driver first, then the fleet manager                              |
| <b>Toll and parking</b> | Never written to a vehicle by guess; unmatched charges wait for finance        |
| <b>Fines</b>            | Posted to a recoverable account; recovery is HR's decision, outside the system |

## Continuity

|                      |                                                             |
|----------------------|-------------------------------------------------------------|
| <b>Driver app</b>    | Checks and defects queue on the phone until there is signal |
| <b>Updates</b>       | Applied by idataraya under the yearly agreement             |
| <b>The agreement</b> | The organisation may run the software without it            |

## Integration

|            |                                                                             |
|------------|-----------------------------------------------------------------------------|
| <b>API</b> | Full and documented; every report is also an API call with the same filters |
|------------|-----------------------------------------------------------------------------|

asasii fleet is a product of idataraya Sdn Bhd (1263428-K), Kuala Lumpur. Deployed in the client's own environment, customised and maintained by idataraya. [info@idataraya.com](mailto:info@idataraya.com) · [fleet.asasii.com](https://fleet.asasii.com)