



BRUCKLAY GARAGE LTD PRIVACY POLICY

1.0 Introduction

This Privacy Policy aims to outline what director(s) of Brucklay Garage Ltd (further: the Company) and its employees do when collecting, storing and transmitting onwards data gathered from individuals or companies.

The Policy is guided by principles within General Data Protection Regulation, including the Data Retention and Investigatory Powers Act and Data Protection Act (1998).

This Policy outlines the way in which the Company gathers personal information that you provide to us. Examples include names, addresses, telephone numbers and email addresses.

Director(s) of the Company along with employees recognise the importance of privacy and security of your personal information and data.

2.0 How we use information

We use information that you give to us in a number of ways:

- To keep records for customer and supplier business accounts.
- To maintain business accounts
- To provide to suppliers for purposes of warranty and guarantees.
- To deal with customer enquiries.
- Managing our employees.
- To fulfil and carry out legal and contractual obligations.
- To, where consent is given, send marketing to customers of latest promotions.
- CCTV images are used for safety, crime prevention and detection.

3.0 The information we may hold

The information that we keep is given by consent to us. Information will include:

- Names and Addresses
- Telephone numbers
- Email addresses
- Bank details
- CCTV images

4.0 Sharing your information

The Company will only share your information with suppliers in the course of routine business operations as set out above. This will usually be required in order to provide you with our full range of services. For example we may share your information with suppliers in order for us to register products that you have purchased and are covered under warranty or guarantee terms.

The sharing of information will be done in a responsible and proportionate manner. We will not directly sell your data to any third party, under any circumstances.

5.0 Processing Data

The Company processes your data for legitimate business or legal purposes. This is done with safeguards in place as dictated under our Data Retention & Disposal Policy (DRDP). This information is processed to ensure the continued business functions of the Company. However, the Company will only process your information in a way that continues to provide privacy to you and your personal information.

6.0 Storing Data

We store data under the guidance of our DRDP and strive to ensure the information you give us is kept in a secure manner. We will keep your information for as long as you are an active customer, supplier or employee with us and on occasions an extended period thereafter as outlined in the DRDP or through our legal obligations.

When information is no longer needed by the Company; its retention period has expired and it is not granted an extension through the DRDP; or you request for your data to be deleted the disposal of the data will be undertaken in a secure way.

7.0 Requesting your information

You can request the information that we hold on you by getting in contact with the director(s) of the Company through the following means.

Telephone: 01771 613500

Email: brucklay@btconnect.com – please use the heading “Data Request”

Or in writing: Brucklay Garage Ltd
Brucklay
Maud
Peterhead
AB42 4RA

Should you find any inaccuracies in your data that we hold please inform us using the details above, or in person. This data will be updated as soon as possible.

If you no longer wish for us to hold data and personal information of yours please contact us using the details above – changing the email heading to ‘data deletion request’. We process your data only through your consent or where we can prove there is a legitimate business reason to hold your personal data.

This document has been adopted by the director(s) of the Company in May 2018 and will be implemented on a day-to-day basis by the director(s) and employees of the Company.