

**NIGEL PUGH MOTOR ENGINEERING/
NIGEL PUGH CAR SALES
UNIT 8A LION WORKS
POOL ROAD
NEWTOWN
POWYS SY16 3AG
TEL: 01686 624162**

24/05/2018

Dear Customer/Supplier

PRIVACY POLICY

To comply with the new regulations regarding G.D.P.R. (General Data Protection Regulations) which come into effect on 25th May 2018 we would like to inform you of how we use your personal information and the rights available to you under the data protection laws. We are responsible for and control the processing of your personal data.

The information we may collect and process about you includes:

Yours basic personal details i.e. name, address, telephone numbers and email address if applicable.

Vehicle details i.e. the registration and VIN number, mileage, MOT and service history and
Any other works undertaken.

Customer driving licence and vehicle document reference number for number plate purchase.

Why we collect information about you

To maintain a service record for your vehicle and inform you of service and MOT requirements

To maintain our accounts and records

Other third parties

Where our company discloses your personal data to a third party we require that third party to have appropriate technical and organisational measures in place to protect your personal data.

Transmission, storage and security of your personal information

Unfortunately, no data transmission over the internet or any website can be guaranteed to be secured from intrusion, however we have the appropriate data protection in place. We take our security and privacy seriously and endeavour to comply with data and security standards with regard to credit card payments and all information within our control is stored on secure servers and accessed and used subject to our security policies and standards.

Retention of your personal information

We retain your personal data for as long as is reasonably necessary for maintaining a service record of your vehicle. Where your personal information is no longer required, we will ensure it is securely deleted.

Cookies statement

Our website - nigelpughmotors.co.uk and facebook page does not use cookies to store any personal data regarding views.

Your rights

Data protection laws give you the rights in relation to the personal information we hold about you, which may include the right to require us to:

Provide you with further details on the use we make of your personal information

Provide you with a copy of the personal information we hold about you

Update any inaccuracies in the personal information we hold about you

Delete any of your personal information that we no longer have a lawful ground to use

Contacting us

We have a data protection officer who supervises how we use personal information and can be contacted about privacy related issues by:

Sending an email to brendapugh@hotmail.co.uk

Or writing to the data protection officer at the above address

Yours sincerely,

Nigel and Brenda Pugh

