

KINGS LYNN VEHICLE REPAIRS LTD

PRIVACY NOTICE

Kings Lynn Vehicle Repairs Ltd is committed to protecting the privacy and security of your personal information.

We may hold and process your personal data in relation to:

- A requested repair to your vehicle
- Warranty work on your vehicle
- Repairs that are part of an insurance claim.

Personal data, or personal information, means any information about an individual from which that person may be identified. The processing of this information is strictly controlled by applicable law (the GDPR effective 25 May 2018). We normally need to hold, and process the following information about you; your name and address, your contact details including email address and telephone number and your vehicle registration.

We may collect your data in a variety of ways:

- Directly from you
- From your insurance company
- From your manufacturer
- From an accident management organisation.

We may need to disclose certain parts of your data to auditors and other professional advisors and organisations providing services to us which require the sharing of this data.

Third parties who we share data with, or collect data from, will always have confirmed to us that they are compliant with the GDPR.

Access to your data within Kings Lynn Vehicle Repairs Ltd is restricted to those who need to obtain access to it for the purposes outlined above and they will only have access to the data that is relevant to their particular purpose.

We need you to assist us by notifying us of any changes to your details or circumstances whilst your vehicle is with us. We also need you to ensure that the data you provide us with is accurate.

If you would like to review, correct or request erasure of your personal information please confirm this in writing to markwest@kingslynnvehiclerepairs.co.uk. We will then get in touch with you in order to action your request accordingly.

Any queries relating to the holding and processing of personal data in line with the GDPR should also be directed to the above email address.

Mark West
Director