



Link Central Vehicle Management Ltd Privacy Notice HR QMS 1016.1 v2

At Link Central Vehicle Management Ltd we gather and process personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and it explains how, why and when we process your personal data.

Link Central Vehicle Management Ltd.'s registered office is at The Old Council Chambers, Halford Street, Tamworth.B797RB and we are a company registered in England and Wales under company number 05365266. We are registered on the Information Commissioner's Office Register; registration number ZA 090676, and act as the data processor when processing your data. Our designated Data Protection Appointed Person is Pino Polito, who can be contacted at Tripark 1, Lichfield Road Industrial Estate, Tamworth, Staffordshire.B79 7TB. Email: Pino.polito@link-central.co.uk

Information That We Collect

Link Central Vehicle Management Ltd processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from is: -

- Name
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- Driver's License Number
- Bank account details
- Insurance details

We collect information in the below ways: -

online form, website orders, telephone conversations

How We Use Your Personal Data

Link Central Vehicle Management Ltd takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us

providing you with promotional offers and marketing, you are free to withdraw this consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

- Link Central Vehicle Management Ltd *collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address*
- Link Central Vehicle Management Ltd *collect and store your personal data as part of our legal obligation for business accounting and tax purposes*
- Link Central Vehicle Management Ltd *may occasionally send you marketing information where we have assessed that it is beneficial to you as a customer and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests*
- Link Central Vehicle Management Ltd may collect your personal data in the form of feedback in order that we may make changes or improvements to our services.
- Link Central Vehicle Management Ltd gathers information from visitors to our website this helps us to personalize and continually improve your experience at Link Central.

Your Rights

You have the right to access any personal information that Link Central Vehicle Management Ltd processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Link Central Vehicle



Management Ltd uses third-parties to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Data Productions Ltd

Host Website and are IT support services

www.dataproduction.co.uk

Web site currently hosted by: Viron Media

Solicitors : Garner canning

Debt recovery: Credit Recovery Agency

Auditors: Philip Barnes & Co

Accountants: MDP Accounting services LLP

HR Advisors: Employee Essentials

Credit card transactions: Worldpay

Direct Debits: Nat west Payaway

Credit scoring: Experian

Safeguarding Measures

Link Central Vehicle Management Ltd takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place.

There is a perimeter fire wall in place

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to Link Central Vehicle Management Ltd, however, as this information is required for provide you with our service/legitimate interests, we will not be able to offer our services without it.

How Long We Keep Your Data

Link Central Vehicle Management Ltd only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data for a minimum of 6 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.



Marketing

CONSENT

Occasionally, Link Central Vehicle Management Ltd would like to contact you with the products/services/promotions that we provide. If you consent to us using your contact details for this purpose, you have the right to modify or withdraw your consent at any time by using the opt-out/unsubscribe options or by contacting Link Central Vehicle Management Ltd directly.

If you **consent** to us contacting you with the above-mentioned marketing and offers, please tick to say how you would like to be contacted: -

Post Email Telephone Text Message (SMS) Automated Call

LEGITMIATE INTERESTS EXAMPLE

Link Central Vehicle Management Ltd will occasionally send you services/promotions by email that have been identified as being beneficial to our customers and in our interests. Such information will be relevant to you as a customer and is non-intrusive and you will always have the option to opt-out/unsubscribe at any time.

If you would prefer *not* to receive above-mentioned marketing and offers, please tick below: -

I wish to opt-out of marketing

Lodging A Complaint

Link Central Vehicle Management Ltd only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

Link Central Vehicle Management Ltd

Pino Polito

Tripark 1, Lichfield Road Industrial Estate, Tamworth, Staffordshire.B79 7TB

Tel: 01827697797 Pino.polito@link-central.co.uk



Consent

Link Central Vehicle Management Ltd takes your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice. If you consent to us collecting and processing your personal data, please sign below: -

Signature: _____

Print Name: _____

Time: _____

Date: _____

I confirm that I have been provided with a copy of Link Central Vehicle Management Ltd Privacy Notice & Terms & Conditions prior to giving consent