

## Privacy Notice

### Identity of the Data Controller

Mick Partlett Car Sales Ltd of 3 Two Rivers Industrial Estate, Witney, OX18 1JZ is the Data Controller. Our ICO registration number is ZA222820

### Contact Details of the Data Protection Officer

Mick Partlett Car Sales Ltd is the Data Protection Officer and can be contacted at [m.partlett@btconnect.com](mailto:m.partlett@btconnect.com).

### Purposes and legal basis for processing

Customer data will be processed on the lawful basis of contract. \*The legitimate interest being pursued is by the controller.

Examples:

Customer details on invoices will be processed on the lawful basis of contract as such details are required for the performance of the contract with Mick Partlett Car Sales Ltd.

CCTV footage will be processed on the lawful basis of legitimate interests. \*The legitimate interest being that of keeping the property, employees and visitors safe and secure.

MOT reminders will be processed on the lawful basis of a task carried out in the public interest (i.e. to remind people their MOT is due and therefore helping to keep the customer within the law and keeping the wider general public safer). And on the lawful basis of legitimate interests. \*The legitimate interest is direct marketing which is lawful under GDPR Recital 47. Customers can opt out of receiving such reminders by contacting Tracey Adams at [m.partlett@btconnect.com](mailto:m.partlett@btconnect.com).

### Third party recipients of your data

In the course of business, we may pass your details on to third parties. We have written contracts in place with these named parties to ensure they are looking after your data to GDPR standards.

Example:

MOT reminders are processed on our behalf by a marketing company and so your details will be passed to them unless you opt out of the reminders.

Your name and contact details will be passed to AA Warranty company for the issue of the warranty policy.

AA Breakdown cover for the breakdown policy.

Close Brothers Motor Finance and First Response Finance should you wish to take finance.

### Retention periods

Unless otherwise advised, your personal data will be kept for a period of 7 years in order to comply with HMRC requirements.

Other examples:

CCTV footage will be kept for a period of 1 year.

#### Your rights in regard to your personal data

As a Data Subject you have a number of rights in regard to your personal data and these include the right to request from Mick Partlett Car Sales Ltd access to and rectification or erasure of personal data or restriction of processing concerning your data or to object to processing as well as the right of data portability. More information on these rights can found at [www.ico.org.uk](http://www.ico.org.uk) which is the organisation to whom you have the right to make a complaint.

#### Consent

Where we have processed personal data on the lawful basis of consent, you have the right to withdraw this consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

#### Right to Complain

You have the right to complain to the Information Commissioners Office at [www.ico.org.uk](http://www.ico.org.uk) about any breach in regard to your data.

#### Provision of data

In most cases, the provision of your personal data is necessary to enter into a contract with us.

#### Changes to this policy

We reserve the right to amend or update this policy at any time. The latest version will be available on our website at [www.mickpartlettcarsales.co.uk](http://www.mickpartlettcarsales.co.uk) and in our reception area.