



PRIVACY POLICY

Motor Technology

Privacy Policy for Motor Technology LTD, detailing information we hold about you, how we collect said data and what we do with it.

www.motec.co.uk

Motec house, Unit 1, Chadkirk Business Park, Romiley, SK6 4NE

Privacy Policy – Motor Technology

May 2018

This document demonstrates our commitment to protecting the privacy and security of your personal information. It contains information regarding how we collect and use personal data or personal information about you in accordance with the General Data Protection Regulation (GDPR) and all other data protection legislation currently in force.

Pursuant to that legislation, when processing data we will;

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the relationship we have with you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be lost or destroyed or used for anything that you are not aware of or have consented to (as appropriate)

Motor Technology Ltd is a “data controller”. This means that we are responsible for determining the purpose and means of processing personal data relating to you.

“Personal data”, or “personal information”, means any information relating to an identified, or identifiable individual in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

DETAILS OF INFORMATION WE MAY HOLD ABOUT YOU

The list below identifies the kind of data that we may hold about you (this list is non-exhaustive):

- personal contact details such as name, title, addresses, telephone numbers, and email addresses
- information about your use of our information and communications systems

METHOD OF COLLECTION OF PERSONAL INFORMATION

Motor Technology Ltd may collect personal information via the following sources:

- Mutually attended trade shows, exhibitions or fairs.

- Previous business transactions (including, but not limited to, quotations, requests for quotations, the sale or purchase of goods and/or requesting/providing technical information).
- Via the internet if it is believed there is a genuine, legitimate business interest.
- Via Third parties where they are in compliance with GDPR legislation.

PROCESSING INFORMATION ABOUT YOU

We will only administer personal information in accordance with the lawful bases for processing. At least one of the following will apply when we process personal data:

- consent: You have given clear consent for us to process your personal data for a specific purpose.
- contract: The processing is necessary for a contract we have with you, or because we have asked you to take specific steps before entering into a contract.
- legal obligation: The processing is necessary for us to comply with the law (not including contractual obligations).
- vital interests: the processing is necessary to protect someone's life.
- public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
- legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect your personal data which overrides those legitimate interests.

LAWFUL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

We consider that the basis for which we will process the data contained in the list above (see section above - (details of information we will hold about you) is necessary for legitimate business interests.

Examples of this include but are not limited to the following activities:

- Conducting day-to-day business functions which enable us to trade with you and meet any contract we may have with one another.
- Due diligence
- Enhancing, modifying or improving our services/communications for the benefit of our customers/suppliers or ourselves
- Direct marketing

Occasionally, we may process personal information about you to pursue legitimate interests of our own or those of third parties, provided there is no good reason to protect your interests and your fundamental rights do not override those interests. There may be more than one reason to validate the reason for processing your personal information.

SHARING DATA

Your data will be shared with colleagues within the Company where it is necessary for them to undertake their duties.

Data may be shared with 3rd parties in the following circumstances:

- in the process of regular reporting activities regarding our performance,
- with regards to a business or group reorganisation, sale or restructure,
- in relation to the maintenance support and/or hosting of data
- to adhere with a legal obligation
- in the process of obtaining advice and help in order to adhere with legal obligations

If data is shared, we expect third parties to adhere and comply with the GDPR and protect any data of yours that they process. We do not permit any third parties to process personal data for their own reasons. Where they process your data it is for a specific purpose according to our instructions.

We do not anticipate that we will transfer data to other countries outside of the EU.

Any data that is shared with third parties is restricted to those who have a business need, in accordance with our guidance and in accordance with the duty of confidentiality.

DATA RETENTION

We anticipate that we will retain your data for as long as we need it but for no longer than is necessary for the purpose for which it was collected.

Our current retention period is 20 (twenty) years due to the nature of the product we supply, after which it will be reviewed and deleted, unless there is some special reason for keeping it.

YOUR RIGHTS IN RELATION TO YOUR DATA

We commit to ensure that any data we process is correct and up to date. It is your obligation to make us aware of any changes to your personal information. In some situations, you may have the;

- Right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice.
- Right to request access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
- Right to request correction. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- Right to request erasure. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- Right to object to the inclusion of any information. In situations where we are relying on a legitimate interest (or those of a third party) you have the right to object to the way we use your data where we are using it.
- Right to request the restriction of processing. You have the right to ask us to stop the processing of data of your personal information. We will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- Right to portability. You may transfer the data that we hold on you for your own purposes.
- Right to request the transfer. You have the right to request the transfer of your personal information to another party.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data, where so permitted, by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact our Managing Director Andrew Fallows (andrew@motec.co.uk).

Change of purpose for processing data

We commit to only process your personal information for the purposes for which it was collected, except where we reasonably consider that the reason for processing changes to another reason and that reason is consistent with the original basis for processing. Should we need to process personal information for another reason, we will inform you of this and advise you of the lawful basis upon which we will process.

Important note: We may process your personal information without your knowledge or consent, in compliance with the above rules (see above section - lawful basis for processing your personal information).

QUESTIONS OR COMPLAINTS

Should you have any questions regarding this statement, please contact our Managing Director Andrew Fallows (andrew@motec.co.uk).

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you can make a complaint to the ICO.