

East Budleigh Garage is committed to ensuring that your personal data is protected by adhering to the principles of the EU General Data Protection Regulation (GDPR). This privacy policy explains how we use any personally identifiable information you give us through our website or verbally.

### **Information we collect from you**

This information is provided by yourself whilst completing / submitting applications on <http://www.eastbudleighgarage.co.uk> or by corresponding with us by Telephone, Email, face to face or our Facebook page. It includes information you provide when you register / subscribe to our MOT and service reminders, search for a product, participate in discussion boards or other social media functions. The information you provide us may include: your name, current and previous addresses, Email, Telephone numbers, financial information, photographic driving license details, date of birth and employment status / history. We will clearly explain why we need this personal data.

### **How we might use your information**

- To carry out our obligations arising from any contracts entered into between yourself and East Budleigh Garage.
- To provide you with information about vehicle repairs
- To provide you with information about your vehicle (s) service schedules
- To provide you with information about your vehicle (s) MOT requirement
- We will only contact you by Telephone, Postal service or Email if you have consented to this. You may withdraw your consent by means of:

Writing - East Budleigh Garage, Lower Budleigh, Devon, EX9 7DL  
Phoning – 01395 445595  
Emailing - [steve@eastbudleighgarage.com](mailto:steve@eastbudleighgarage.com)

Alternatively, you may come into the garage in person.

### **Cookies**

Our website uses cookies to help us provide you with an easier navigational experience when using our website. These cookies also allow us to enhance our website, making your searches quicker and more concise. For detailed information please see our Cookie Policy at <http://www.eastbudleighgarage.co.uk>

### **Information we collect about you**

We will use this information:

- To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- To improve our site to ensure that content is presented in the most effective manner for you and for your device.

### **Disclosure of your information**

We may share your personal information with:

Selected third parties including:

Any of our business partners / suppliers, where it is necessary for the performance of any contract we enter into with you. Motors, Close Brothers Finance, Motability Finance Ltd, Sage Accounting.

## **We will disclose your personal information to other third parties**

We will only pass this personal information on if we have a legal obligation to do so.

## **Where we store your personal data**

All information you provide to us is stored on our secure servers protecting it from any unlawful access.

## **How long do we retain your personal data**

Unless required to do so by law, we do not retain personal data longer than is necessary for the purposes for which we originally collected it.

We regularly review the personal data held and delete anything no longer required. Information that does not need to be accessed regularly but which still needs to be retained, is safely archived or put offline.

## **Third Party Policies**

Our site may contain links to and from the websites of our partners. If you choose to follow a link, please note that these websites have their own Privacy and Cookie policies and East Budleigh Garage do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## **Access to information**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. We will not charge for providing you with details we hold about you unless it is repetitive. We will only then charge you a reasonable fee, based on the administrative cost of providing the information

## **Privacy policy amendments**

Any amendments to our privacy policy will be posted on [www.eastbudleighgarage.co.uk](http://www.eastbudleighgarage.co.uk)

## **Contact**

If you have any questions, comments or requests regarding our privacy policy, they should be addressed to East Budleigh Garage, Lower Budleigh, Devon, EX9 7DL.

For any additional advice about data protection and General Data Protection Regulation, you can contact the Information Commissioner's Office.