



**STAVORDALE BUSINESS PARK, STAVORDALE ROAD,
WEYMOUTH, DORSET. DT4 0AB.
TEL: (01305) 783675 FAX: (01305) 766322
EMAIL: office@bartlettsmt.co.uk**

Bartletts South West Ltd T/A Bartletts Motor Technicians will be the data controller in respect of any personal data you provide to us. This term 'data controller' is a legal phrase used to describe a person or entity that controls the way personal data is used and processed.

The privacy and security of your personal information is important to us. In order to comply with the law involving the General Data Protection Rules from 25th May 2018, this explains how we use the personal information that you share with us including how it is collected, how it is used, how it is protected *and* your rights over it.

What is your Personal Information?

This is any personal information such as name, address, telephone numbers, email address and information that can be used to identify your vehicle/s.

How does Bartletts South West Ltd collect this information?

When you become a customer you will be asked for this information by a member of our staff and it is held securely and controlled by the person nominated to be the data controller (Ian Bartlett)

How will Bartletts South West Ltd use this information?

This information is used to complete relevant documentation and to enable our staff to locate parts for your vehicle/s. We use your contact details to alert you of your MOT due date but we will never share your information with any organization or business without asking you first.

How long do we keep this information?

Your information will be held on file for as long as is legally required. You will be asked to review the information we hold on an annual basis, so that any changes you wish to make can be accommodated.

**DIRECTORS: I.C. BARTLETT & G.B. BARTLETT. REGISTERED NO: 4146792 (ENGLAND & WALES)
REGISTERED OFFICE:
UNIT 14A ALBANY ROAD, GRANBY INDUSTRIAL EST, WEYMOUTH, DORSET. DT4 7TH**

Where to get more information about your data protection rights.

You have the right to review the information held at any time and should you have a complaint regarding the use of your personal information then please contact Bartletts South West Ltd data controller on office@bartlettsmt.co.uk or 01305 783675.

For a more formal complaint, contact the Information Commissioners Office on 01625 545745 or 0303 1231113.

They make a lot of information accessible on their website www.ico.gov.uk. You can make a complaint to the ICO at any time about the way we use information. However, we hope that you would consider raising any issue or complaint you have with us first. We will always do our very best to solve any problems you may have.

This privacy policy will be reviewed regularly.

No further action is required by you unless you want to make changes.

MAY 2018