



## **GDPR: DATA PRIVACY NOTICE FOR CLIENTS**

### **Introduction**

**JAR** ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

### **1. Definitions**

**JAR** - J A Rose Ltd trading as JAR Car Storage

**Data controller** - A controller determines the purposes and means of processing personal data.

**Data processor** - A processor is responsible for processing personal data on behalf of a controller.

**Data subject** – Natural person

#### **Categories of data: Personal data and special categories of personal data**

**Personal data** - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

**Special categories personal data** - The GDPR refers to sensitive personal data as 'special categories of personal data' (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

**Processing** - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**Third party** - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

### **2. Who are we?**

JAR is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: Tel: 01580 753939. Email: [info@jarcarstorage.co.uk](mailto:info@jarcarstorage.co.uk). For all data matters contact Anne Rose on Tel: 01580 753939. Email: [info@jarcarstorage.co.uk](mailto:info@jarcarstorage.co.uk)



### 3. The purpose(s) of processing your personal data

You may give us information about you by corresponding with us by phone, letter and e-mail or by filling in forms on our website [www.jarcarstorage.co.uk](http://www.jarcarstorage.co.uk) or otherwise. We use your personal data for the following purposes:

- To process our services provided to you
- To maintain our own accounts and records
- To meet our statutory obligations

### 4. The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

- Personal data including name, address, email address and telephone numbers, bank account details (provided by you for refunds and payments), photo if required

We have obtained your personal data from you via email, telephone or letter.

### 5. What is our legal basis for processing your personal data?

#### Our lawful basis for processing your general personal data:

<input type="checkbox"/> Consent of the data subject;	
<input checked="" type="checkbox"/> Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract	For example: storage booking forms, transport booking forms, workshop estimates and invoices. Email and telephone instructions
<input checked="" type="checkbox"/> Processing necessary for compliance with a legal obligation	Rolling stock return to insurers (via brokers), essential to cover vehicles on trade insurance policy Supplier of number plates.
<input type="checkbox"/> Processing necessary to protect the vital interests of a data subject or another person	
<input type="checkbox"/> Processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	
<input type="checkbox"/> Processing necessary for the purposes of the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the data subject	



## **6. Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with JAR employees to provide services to you, the company's brokers & insurers, accountant (via bookkeeping software) to produce annual company accounts. HMRC/DVLA if requested.

## **7. How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary for a period of 7 years in order to comply with statutory company obligations and in case of any legal claims/complaints.

## **8. Providing us with your personal data**

We require your personal data to enable us to process your purchasing requirements. It is also a statutory obligation to record the basic details of those we do business with.

## **9. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

## **10. Transfer of Data Abroad**

The GDPR provides derogations (Article 49 of GDPR) from the general prohibition on transfers of personal data outside the EU for certain specific situations. A transfer, or set of transfers, may be made where the transfer is:

- made with the individual's informed consent
- necessary for the performance of a contract between the individual and the organisation or for pre-contractual steps taken at the individual's request
- necessary for the performance of a contract made in the interests of the individual between the controller and another person

JAR requests and holds information from customers who are based inside and outside of the EU. No data is shared to third parties outside of the EU.



## **11. Automated Decision Making**

We do not use any form of automated decision making in our business.

## **12. Subject Access Requests**

You have the right to request a copy of the information we hold about you. There is no charge for providing you with that information. We will comply with your request within one month of receiving the request.

If your request is manifestly unfounded or excessive, we can refuse or charge for such requests. If we refuse a request, we must tell you within one month why and that you have the right to complain to the supervisory authority and to a judicial remedy.

## **13. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

## **14. Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

## **15. How to make a complaint**

To exercise all relevant rights, queries or complaints please in the first instance contact us at JAR on Tel: 01580 753939 or Email: [info@jarcarstorage.co.uk](mailto:info@jarcarstorage.co.uk).

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.