

# OJ Motors Ltd

## Privacy Policy

### **Introduction**

How we collect, use, share and protect your personal information, provide you with details of your rights relating to your personal data.

### **Updating**

We reserve the right to amend or update this Privacy Policy at any time and in response to Data Protection legislation. Any important changes can be viewed on our website. If you would like to check the information we hold for you, please contact us by email.

### **Who are we?**

We are a Data Controller under the terms of Data Protection legislation. We are OJ Motors Ltd, a business owned privately since 2009. Our Company Registration Number: 08171668

Our contact details are:  
Unit 2,  
Gerston Business Park,  
Greyfriars Lane,  
Storrington,  
West Sussex  
RH20 4HE.

Tel: 01903 743110  
Website: [www.ojmotors.co.uk](http://www.ojmotors.co.uk)  
Email: [office@ojmotors.co.uk](mailto:office@ojmotors.co.uk)

### **What personal information do we collect?**

- Title, name, contact details including email and postal addresses, mobile and landline telephone numbers.
- Vehicle information.
- CCTV footage (please ask to see our separate CCTV Policy).

## **What are our Legal Grounds?**

- To fulfil our contractual and legal obligations in providing you with our products and services which include, but not limited to:
  - fault diagnosis
  - servicing, supplying, fitting and testing of vehicle components
  - Safety examinations including the annual test (MOT)
- This is in our legitimate interest in order to maintain and improve the quality of our service and to help us deal with queries or complaints from you.

## **Disclosing and sharing your information**

Information is only used in direct connection with the services we offer at OJ Motors Ltd.

We train our staff in dealing correctly with personal information.

## **Your rights**

Under Data Protection legislation you have a number of rights relating to the information we hold.

This includes the right to:

- ask for a free copy of any personal data we hold about you
- ask for correction of any inaccurate information
- object to the use of your personal data for marketing purposes
- withdraw any permission you have previously given to us to process your personal data, except where this is critical to us for fulfilling our contractual and legal obligations
- ask for your personal data to be deleted, or suspend our processing of your personal data
- complain to the Information Commissioners Office if you are not satisfied with our use of your data (<https://ico.org.uk>).

## **Information security**

We make all reasonable efforts to ensure the necessary measures are in place to prevent unauthorised access, use, modification, disclosure or destruction of your data.

## **Retaining your information**

We will only keep your personal data for as long as is necessary to provide our products and services to you and or to fulfil our legal and regulatory obligations.

If you have any questions about this Policy please contact us by email: [office@ojmotors.co.uk](mailto:office@ojmotors.co.uk)