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## Privacy Notice

**This Privacy Notice explains how we use and store any personal information we collect about you.**

When you bring your vehicle to Fred Brown Car Repairs Ltd we collect a small amount of personal information about you. This information includes

- Your name
- Your telephone number/s
- Your vehicle registration number/vehicle make
- Your address – only if we collect or deliver your car for you
- Your email address – only if you communicate with us by email

The information you provide us with is essential for us to be able to carry out the services effectively that you require from us.

We will never share your information with any third parties or use it for marketing purposes.

We use your information solely to contact you and discuss your vehicle.

Your data should not be held for longer than required, however with your permission, we would like to retain this information to enable us to contact you (usually by text message) to remind you that the MOT on your vehicle is due for renewal. We also hold your name and car registration number on our copy of your invoice as a record for warranty on parts.

If you do not want us to hold this information you can opt out at any time and all information will be deleted.

You can request a copy of the information that we hold about you at any time and we will provide that information within 1 month.

All information is held securely. Any information that is held electronically is password protected and we use a recommended antivirus and firewall. Any hard copy information is locked away securely and can only be accessed by people with authority to do so. All staff are trained and aware of these Data protection procedures.

When you drop off your vehicle for its next MOT you will be asked if you would like to receive a text reminder next year. This text is one text with no follow up and should you not respond, you will receive no further text regarding this vehicle.

**A copy of this Privacy Policy can be found on our website**

*May 2018*