



**WB Mechanical Services Limited, Watson Court, Stafford, Staffordshire, ST16 3DR ~ Privacy Statement**

**November 2018 ~ Privacy Statement v1**

WB Mechanical Services Limited is committed to protecting your privacy. This privacy notice seeks to explain our approach in line with the current General Data Protection Regulation (GDPR).

This statement is appropriate to all existing and new clients of WB Mechanical Services Limited and not at persons merely browsing our internet site pages.

**Legitimate Interest**

We process your data because it is required by current law that we do so. We also do it in the course of our ordinary business with clients and in order to facilitate our contractual obligations.

**What sort of data do we collect and retain**

WB Mechanical Services Limited retains Personal Information (data) about you to comply with current law. In conducting business with you, we will retain information including your Name, Address, Card/Bank Details, Contact Numbers, Email Address.

**How we use your Personal Data**

Information from you is collected and stored solely in compliance with current legislation. We will not divulge any information we hold or share any information with 3rd parties unless we are legally required to do so or at the request of law enforcement agencies. We do not currently market our products or services directly to our clients.

**How long WB Mechanical Services Limited retains Personal Data**

We will retain your data for a period of up to 6 years.

**Where do we keep your Information**

On our secure IT Systems and secure manual filing systems.

## **Security**

We are committed to ensuring that your data is kept secure. In order to prevent unauthorised disclosure, we have in place suitable electronic and access control mechanisms.

## **Deletion of Data on request**

Because we are required by law to retain certain information for a specified period of time, we cannot delete all data upon request. Certain data related to your vehicle and MOT Testing is required to be held and forwarded by us to the Department of Transport and the DVLA.

However, after the appropriate time has elapsed, your data will no longer be retained. Please note that each new transaction with WB Mechanical Services Limited results in a new retention period beginning.

## **How do you know what Information WB Mechanical Services Limited has retained**

You may ask us to divulge any information we retain about you. This request should be made in writing and should include the approximate date you registered with us and must be signed by you. We will respond by email within 30 days of receiving your written request. Following your request we may make any appropriate changes to your data. Please email: [wbmstld@gmail.com](mailto:wbmstld@gmail.com)

## **Transfer of Data**

Unless explicitly requested by you in writing, we will not transfer in part or whole any of your Personal Information to any other party.

## **Contact details**

All requests should be sent to: [wbmstld@gmail.com](mailto:wbmstld@gmail.com)

## **How do we inform you of Policy Changes**

Any policy changes due to revised legislation or business reasons will be published on our web page and displayed in our office reception area. All of our policies and procedures for data management comply with the EU GDPR terminology and protocols.

**Personal Data** – any data which relates to a living individual who can be identified from such data, or from data and other information which is in the possession of, or is likely to come into the possession of the company, IS data collected by WB Mechanical Services Limited.

**Sensitive Data** – any personal data consisting of information as to political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or mental health or condition, sexual life, the commission or alleged commission of any offence or any proceedings related to any offence IS NOT data collected by WB Mechanical Services Limited.

## **WB Mechanical Services Limited - 1<sup>st</sup> November 2018**