

GDPR Data Protection Policy (including Data Retention Policy and Privacy Notice)

NW Car Sales Limited

Address: The Garage, East Knighton, Dorchester DT2 8LF

Type of Business: Used car sales

Date:

1. Introduction

NW Car Sales Limited ("we," "us," "our") is committed to protecting the privacy and security of personal data. This GDPR Data Protection Policy outlines our practices for collecting, using, storing, and disclosing personal data in compliance with the General Data Protection Regulation (GDPR) and applicable UK data protection laws.

2. Scope

This policy applies to all personal data processed by NW Car Sales Limited, including data collected from customers, employees, suppliers, and other stakeholders.

3. Data Protection Principles

We adhere to the following data protection principles:

- **Lawfulness, Fairness, and Transparency:** We process personal data lawfully, fairly, and transparently.
- **Purpose Limitation:** We collect personal data for specified, explicit, and legitimate purposes and do not process it further in a manner incompatible with those purposes.
- **Data Minimization:** We collect only the personal data necessary for the intended purpose.
- **Accuracy:** We take reasonable steps to ensure that personal data is accurate and up-to-date.
- **Storage Limitation (Data Retention Policy):** We retain personal data only as long as necessary for the purposes for which it was collected. Specific retention periods are detailed in Section 6.
- **Integrity and Confidentiality:** We implement appropriate security measures to protect personal data against unauthorised access, disclosure, alteration, or destruction.

4. Types of Data Collected

We may collect the following types of personal data:

- **Customer Information:** Name, contact details, vehicle preferences, purchase history, payment information, etc. We do not save, store or process customer payment card or banking details.
- **Employee Information:** Name, contact details, employment history, payroll information, etc.
- **Supplier Information:** Name, contact details, business relationship details, etc.

5. Lawful Basis for Processing

We process personal data based on one or more of the following lawful bases:

- **Consent:** Where we have obtained explicit consent.
- **Contractual Obligations:** Where processing is necessary to fulfill a contract.
- **Legal Obligations:** Where processing is required by law.
- **Legitimate Interests:** Where processing is necessary for our legitimate business interests.

6. Data Retention Policy

We retain personal data for the following periods:

- **Customer Information:** 7 years after the end of the customer relationship.
- **Employee Information:** 6 years after termination of employment.
- **Supplier Information:** 6 years after the end of the business relationship.

7. Data Subject Rights

Individuals have the right to access, correct, delete, or restrict the processing of their personal data, and to object to processing or request data portability. Requests can be made to:

gdpr-requests@nwcarsales.co.uk

8. Privacy Notice

8.1 How We Use Your Data

We use personal data to provide and improve our services, process transactions, communicate with you, comply with legal obligations, and for other legitimate business purposes.

8.2 Sharing Your Data

We may share personal data with third parties, such as service providers, regulators, or as required by law. We ensure that such parties comply with data protection obligations.

8.3 Cookies and Tracking

Our website may use cookies and other tracking technologies. Please see our Cookie Policy for details.

8.4 Contact Us

For questions or concerns about this policy or your personal data, please contact us at:

gdpr-requests@nwcarsales.co.uk

9. Security Measures

We implement appropriate technical and organisational measures to safeguard personal data.

10. Changes to This Policy

We may update this policy from time to time. Changes will be posted on our website and/or notified to you as required by law.

11. Approval

This policy has been approved by the Company Compliance Officer on **24/08/2023**

