

Cambridgeshire Chauffeurs Ltd General Data Protection Regulation Guidelines Notice

Cambridgeshire Chauffeurs Ltd are compliant with current GDPR laws, this means that data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Only relevant to the purposes we have informed you of and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data, to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names and company names
- Contact details such as telephone numbers, addresses and email addresses.
- Financial identifiers such as bank account numbers and/or payment/transaction identifiers (where you make payments to us for Cambridgeshire Chauffeurs Ltd.)

What is the legal basis for processing your personal data?

We will only ever hold basic details that enable us to successfully process your account with Cambridgeshire Chauffeurs Ltd

We use your personal data for some or all of the following purposes:

- To make client contact in pursuance of our trade.
- To contact you by post, phone or email to provide updates or confirmation of orders.
- To maintain our own accounts and records.
- To notify you of changes to our schedules or services.
- To send you communications which you have requested or that may be of interest to you.

Sharing your personal data

All of your personal data is stored on a master database and an Accounts database both of which are password secured. We will only share your details with our subsidiaries and agent representatives and we will never share your information with third parties.

How long do we keep your personal data?

We will keep your data for 2 years before it is cleansed and financial details are stored for 7 years. Cambridgeshire Chauffeurs Ltd endeavour to only keep data as long as it is needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from.
- please visit [HERE](#) to request this
- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).
- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply, or if we have a legal obligation to continue to process your data.
- You have the right to request that we transfer some of your data to another controller, where processing is being carried out by automated means.
- Where we are relying on your giving express consent to us processing your data, you can withdraw your consent easily by telephone, email, or by post (see contact details below).

Contact Details

Please contact us if you have any questions about this Privacy Notice, the personal data we hold about you, to exercise all relevant rights, or for any other queries or complaints at:

Charles Millard Cambridgeshire Chauffeurs Ltd 101 High St Wrestlingworth Sandy Bedfordshire SG19 2EJ

info@cambridgeshirechauffeurs.co.uk

- **These guidelines were last update July 2018.**