

Privacy Policy

AUGSCAPE AUTOMOTIVE LIMITED

Revision Date: 22 November 2022

Car Key Network is committed to providing an honest and reliable service. A transparent approach to business provides customers with a complete understanding of our services and ethics, conveyed through excellent working practices.

We have the belief that customer experience is the driving force of good business. It is with this principle in mind that our working processes have been developed to allow customers of all sizes to experience a reliable and repeatable service.

We aim where possible to exceed minimum regulatory requirements with a view to improving the overall baseline within the automotive sector. This includes the development of systems and implementation of processes where regulation does not currently exist.

This policy has been produced to provide structure to the way we collect, store and process customer, subcontractor and third-party data, with the aim of ensuring that it cannot be compromised as a result of our working activities.

Signed.



*Kane Robinson, Operations Director
Augscape Automotive Limited (Car Key Network)*



Definitions:

For the purposes of ensuring clarity throughout this document, the following definitions are assigned.

“Augscape CKN / Our / We” means:

Augscape Automotive Limited T/A Car Key Network. Registered Office: Hedley Court, Boothferry Road, Goole, East Yorkshire, United Kingdom, DN14 6AA. Company Number: 09786940.

“GDPR” means:

General Data Protection Regulation Act.

“Data Controller” means

The natural or legal person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal information are, or are to be, processed

“Data Processor” means

Any natural or legal person who processes the data on behalf of the Data Controller.

“Data Subject” means

Data Subject is any living individual who is using our Service and is the subject of Personal Data.

1. Principles for processing personal data:

Our principles for processing personal data are:

1.1 **Fairness and lawfulness.**

When we process personal data, the individual rights of the Data Subjects must be protected. All personal data must be collected and processed in a legal and fair manner.

1.2 **Restricted to a specific purpose.**

The personal data of the Data Subject must be processed only for specific purposes.

1.3 **Transparency.**

The Data Subject must be informed of how his/her data is being collected, processed and used.

2. Subject matter:

Our directors, employees and freelancers collect, store and distribute data of customers, subcontractors and third-parties for the purposes of the arrangement and performance of vehicle repair services provided by Augscope through a network of subcontractors.

3. Duration of processing:

We may collect and store data relating to directors, employees, freelancers, customers, subcontractors and third-parties, as well as any vehicle specific data required to identify an individual vehicle or, process pre sale activities for an individual vehicle or, perform vehicle repairs for an individual vehicle.

Data specifically relating to services arranged and performed by Augscope are distributed to customers and subcontractors until the completion of services performed.

Data specifically relating to services arranged and performed by Augscope that has been distributed to subcontractors will become unavailable to subcontractors, following the completion of services performed.

4. Nature and Purpose of the Processing:

- To facilitate the pursuit of sales and marketing activities.
- To facilitate the undertaking of services.
- To facilitate the continued compliance of sub-contractors.

5. Categories of Data Subjects

- Contractors / consultants / freelancers
- Directors
- Shareholders
- Customers (contact persons / representatives / nominated persons)
- Suppliers (contact persons / representatives)
- Management
- Employees

6. What personal data we collect and process:

Augscape collects several different types of personal data for various compliance, pre-sale and service performance purposes. Personal Data may include, but is not limited to:

- Names.
- Home addresses.
- Personal phone numbers.
- Personal email addresses.
- Work phone numbers.
- Work email addresses.
- Date of birth / Age.
- Passport details.
- Driver's licence.
- Business insurances.
- Criminal convictions / offences.
- Pictures / images.
- Place of work.

7. Specific Processing Instructions:

- {No specific instructions}

8. Legal basis for collecting and processing personal data:

Augscape's legal basis for collecting and using the personal data described in this Data Protection Policy depends on the personal data we collect and the specific context in which we collect the information:

- Augscape needs to perform a contract with you.
- You have given Augscape permission to do so.
- Processing your personal data is in Augscape's legitimate interests.
- Augscape needs to comply with the law.

9. Retention of personal data:

Augscope will retain your personal information only for as long as is necessary for the purposes set out in this Data Protection Policy.

Augscope will retain and use your information to the extent necessary to comply with our legal obligations, resolve disputes, and enforce our policies.

10. Data protection rights:

If you are a resident of the European Economic Area (EEA), you have certain data protection rights. If you wish to be informed about what personal data we hold about you and if you want it to be removed from our systems, please contact us.

In certain circumstances, you have the following data protection rights:

- The right to access, update or to delete the information we have on you
- The right of rectification
- The right to object
- The right of restriction
- The right to data portability
- The right to withdraw consent

11. Contacting us in relation to data processing:

If you have questions or would like more information on how we process data please contact our Data Protection Officer (DPO) using the email: legal@carkeynetwork.co.uk or in writing to our registered business address:

Data Protection Officer
Augscope Automotive Limited
Hedley Court, Boothferry Road
Goole, East Yorkshire
DN14 6AA