

Press Commercial Bodyworks Ltd Supplier Privacy Notice

How your information will be used

1. Maintaining a good supplier relationship is important to Press Commercial Bodyworks Ltd as this enables us to provide a good service to our customers. As a commercial business, we need to keep and process information relating to our suppliers, consultants and any other individual who provides goods, works and services to us in order that we can provide our services for **accident repair, repainting, re-livery, and body repairs to vehicles**, to manage our supplier relationship effectively and for the administration of our business.
2. Any personal data that we either request from you or you provide us will be held securely. We will ensure that it is processed lawfully, fairly and in-line with current Data Protection legislation and we comply with other applicable legislation that concerns the supply of goods and services.
3. We will only collect, keep and use your personal information for our own business purposes, where it is necessary for us to fulfil a contract/business transaction with you or your organisation in order to provide us with goods, works and services that we require to operate our business, to comply with any legal requirements and to protect our legal position in the event of legal proceedings.
4. We may sometimes need to process your personal data to pursue our own legitimate business interests, for example to prevent fraud, administrative purposes for running our business and protecting our assets (i.e. on site CCTV), commercial interests, or the reporting of potential crimes. We will always balance our legitimate interests against your own interests and expectations, and to protect your data protection rights.
5. We will only disclose information about you to third parties if we are legally obliged to do so (such as Law Enforcement agencies) or if we have a genuine legitimate business interest that does not undermine your own rights and interests, such as the need to share your details with a customer or other suppliers to fulfil a job, insurance companies and accident repair management companies.
6. For past and existing suppliers, the information that we hold would have been either provided by you, your organisation, or a third party such as our customer, an insurance company or accident management company, so that we are able to run our business effectively and provide a service to our customers. This will include details such as name and contact details, which may feature within various company documents, email correspondence and within our accounting system. For suppliers who visit us on site, we will hold your basic details within our visitors' book and your image will be captured on our site CCTV system. We also hold an accident book which is retained as per Health & Safety requirements.

7. The processing of any personal data by us currently takes place within the European Economic Area (EEA). However, in order to comply with our legal and contractual requirements, it may be necessary to transfer your information to an international organisation outside of the EEA. If such circumstances arise, we will ensure that the appropriate controls are put in place to protect your data. We have various safeguards in place to protect your data, such as IT and physical security controls as per our Data Protection Policy, which is available on our website.
8. If in the future we intend to process your personal data for a purpose other than which it was originally collected, we will provide you with information on that purpose and any other relevant information.

Information Rights

9. Under the current Data Protection legislation you have a number of rights with regard to your personal data, and how you can exercise those rights will depend on the lawful basis that we collect and process it, such as if we have to process your data by law (i.e. taxation, H&S law etc.) some of these rights may be restricted. You have the right to request from us access to and rectification of your personal data if incorrect. In certain circumstances, you may have the right to restrict or object to processing and data erasure if we have no lawful or genuine reason to continue to hold your personal data. **Any request concerning your information rights can be submitted in writing to Emma Warren as below.** Further information about your rights can be found on the Information Commissioner's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>
10. If you are not satisfied about the way that we process your personal data, you have the right to lodge a complaint to the Information Commissioner's Office (www.ico.org.uk) if you believe that we have not complied with the requirements of the General Data Protection Regulations (GDPR) or Data Protection Act 2018 (DPA) with regard to your personal data, however, we would appreciate if you could contact us first to investigate your concerns.

Identity and contact details of controller and person/s responsible

11. **Press Commercial Bodyworks Ltd is the Data Controller** for the purposes of processing personal data under the current Data Protection legislation. Our Data Protection Policy will explain how we comply with the legislation, which is available on our website. We are registered with the Information Commissioner's Office (ICO) under registration no. ZA329757.

If you have any concerns as to how your data is processed you can contact: **Emma Warren (Company Director)**, who is responsible for Data Protection at emmaw@presscommercials.co.uk, telephone **01179 821166** or you can write to us at **Press Commercial Bodyworks Ltd, Units ABCD, Smoke Lane, Avonmouth, Bristol, BS11 0YA.**