



WOODLAND MOTOR CO.

Lydican Road, Claregalway, Co. Galway

Ph: 091 799367

Data Controller: Trish Madden

PRIVACY STATEMENT

Privacy Statement Overview

Processing your personal information comes with significant responsibilities on our part, and we want you to know that we take those responsibilities very seriously.

GDPR

The General Data Protection Regulation (GDPR) is a new EU regulation which comes into effect on 25 May 2018. GDPR will update existing data protection law and will place a greater accountability on organisations when using your personal information and give you greater control over your personal information.

Data Privacy Summary

Our Data Privacy Summary explains the most important aspects of GDPR and describes how we use your personal information and the rights you have in relation to your personal information.

Why we have personal information about you

In the course of running our business, we gather, store use and sometimes share information about our customers, in the same way as many organisations do as you engage with them (i.e.: shops, restaurants, hospitals, hotels and airlines)

DATA PRIVACY SUMMARY

At **Woodland Motor Company** we take your privacy seriously. It is important you know exactly what we do with personal information that you and others provide to us, why we gather it and what it means to you. This document is being provided to you in line with our obligations under the EU General Data Protection Regulation (**GDPR**) 2018 and the Data Protection Acts 1988 and 2003 which will come into force on 25 May 2018. From that date the GDPR, together with applicable Irish requirements, will amend existing data protection law and place enhanced accountability and transparency obligations when using your information. The GDPR will also introduce changes which will give you greater control over your personal information, including a right to object to processing of your personal information where that processing is carried out for our business purposes. **Please take your time to read this notice carefully.**



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1. WHO WE ARE

Throughout this document “we”, “us”, “our” and “ours” refer to Woodland Motor Company Ltd.

2. LEGISLATION

All personal data we gather will be processed in accordance with all applicable data protection laws and principles, the EU General Data Protection Regulation 2018 and the Data Protection Acts 1988 and 2003.

3. THE INFORMATION WE COLLECT ABOUT YOU AND HOW WE COLLECT IT

- data to identify you, including your contact information. This data may be collected directly by our staff, our website or any applications used by us, or indirectly through a third-party service provider on our behalf.
- financial details / financial circumstances
- your financial associations
- Information which you have consented to us using

4. WHEN WE COLLECT INFORMATION

We collect information: (i) you give us, (ii) from our website, or (iii) information provided to us by third parties.

- Where you are a potential customer: The data subject has given explicit consent to the processing
- Where you are a customer: the processing is in our legitimate interests to ensure the quality of services provided by our staff.

5. HOW WE USE YOUR INFORMATION AND THE LEGAL BASIS

We use and share your data where:

- You have agreed or explicitly consented to the using of your data in a specific way (you may withdraw your consent at any time)
- To enable us to support you with sales and other enquiries



WOODLAND MOTOR CO.

- Use is necessary in relation to loan applications made on your behalf to various financial institutions we work with, e.g.: you have requested us to apply for a loan on your behalf for purchase of a vehicle from Woodland Motor Company Ltd. These companies for example include Alpha Finance, AIB Finance & Leasing, First Auto Finance Ltd, and Bluestone Finance.
- We will never send you unsolicited “junk” email or communications, or share your data with anyone else who might.
- We do not sell your information to third parties, but we do work closely with selected partners who help us to provide you with the information, products and services that you request from us.
- However, more specifically we may use the personal data we gather for any or all of the following purpose:
 - Process
 - Description
 - Lawful basis for Processing
 - Purchasing a vehicle or part / booking vehicle service

6. WHO WE SHARE YOUR INFORMATION WITH

- Third party financial Institutes with whom we need to share your information to apply for a motor loan
- Customs division of Revenue when registering the car (VRT)

7. HOW LONG WE HOLD YOUR DATA

Our retention periods differ depending on the purpose of the processing and the nature of the information. How long we keep data is primarily determined by how long we need it for the purposes we told you we were going to use it for, time periods set out in law and the period we need to keep it to defend ourselves against legal action. Generally we keep information for the periods set out in the table below:

Type of Information	Retention Period
Name & Contact details	Seven years
Vehicle Details	Seven years
Finance Applications	Three months
Service & Repair History	Ten years
CCTV Footage	Three months



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8. IMPLICATIONS OF NOT PROVIDING YOUR DATA

If you do not provide information we may not be able to:

- facilitate the purchase of a vehicle

9. HOW TO EXERCISE YOUR INFORMATION RIGHTS INCLUDING THE RIGHT TO OBJECT

From 25 May 2018, you will have several enhanced rights in relation to how we use your information, including the right, without undue delay, to:

- Find out if we use your information, access your information and receive copies of your information
- Have inaccurate/incomplete information corrected and updated
- In certain circumstances, to have your information deleted or our use of your data restricted
- Query or log a complaint in how we have handled your personal information in which case you may contact our office directly @ trish@woodlandmotorco.ie. It will take 30 days to respond to any request received. Please note that we will take all appropriate steps to keep your personal data safe. In the unlikely event that we have a security breach, we will notify you without undue delay about the circumstances of the incident in accordance with our legal obligations.

Please note you have the right to lodge a complaint with the Office of the Data Protection Commissioner. Their phone number: 01 7611048000 / email: info@dataprotection.ie

We hope this statement has explained our adherence to the new EU regulation; General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018. If you have any queries, please contact Trish Madden our Data Controller at Woodland Motor Company @ trish@woodlandmotorco.ie or 091 799367.