

This privacy policy sets out how Shelbourne Motors uses and protects any information that you give Shelbourne Motors when you use this website. In compliance with GDPR (General Data Protection Regulations) this Privacy Statement Shelbourne Motors is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement. Shelbourne Motors may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

WHAT WE DO WITH THE INFORMATION WE GATHER

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

Internal record keeping.

We may use the information to improve our products and services.

We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.

Carry out customer satisfaction surveys to help us to identify & make improvements to the services we provide our customers.

From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Customer Satisfaction Surveys

In order to help improve our customer satisfaction we provide customer data to Judge Service Research Limited to carry out such surveys on our behalf. You have the right to withdraw from these surveys and can contact Judge Service to see what information

Your Rights

Under data privacy laws, you have the rights to:

request access to your personal data;

request deletion or correction of your personal data; and

request that your personal data be transferred to another person.

Our online data preference centre helps you to exercise the rights that data privacy laws give you and control your personal information. It contains five separate forms, as set out below.

Toyota <https://www.toyota.co.uk/footer/privacy-policy>

Job Applicants

The data contained in the application process will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.

The company will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for but it might affect your application if you don't.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

Information held about all individuals is covered by the Data Protection Act 1998 / General Data Protection Regulation 2018.

See your data

You can ask to see any personal information that we hold (known as a "subject access request") by submitting the form on the "See your data" tab [click here](#)

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

Transfer your data

By completing the form on the "transfer your data" tab, you can ask us to provide your data to a third party. [click here](#)

Delete your data

You can ask us to delete the information we hold about you by completing the form on the “delete your data” tab. [click here](#)

Change your data

If we do hold information about you, you can also ask us to correct any mistakes by completing the form on the “Change your data” tab. [click here](#)

Marketing Preferences

On the “marketing preferences” tab, you can tell us how you would like us to send you marketing information, or ask us to stop marketing to you entirely. Any data collected through the data preference centre is stored [click here](#)

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes

if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at addresses shown in contact us on the website.

We will never sell, distribute or lease your personal information to third parties - we will only ever use your information legitimately for our own purposes and in the interests of you, our customer.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.