



Gordon's Autos



General Data Protection Regulations (GDPR) Consent Form

Introduction – May 28th 2018 sees the introduction of the new Data Protection regulations. To comply, Gordon's Autos needs permission to hold personal Data of yours to function as an efficient and effective company.

Policy Statement – Gordon's Autos will only hold the minimum personal data necessary to carry our work. Personal Data held will only be;

- Vehicle/Equipment registration or serial number
- Your name.
- Company Name (if applicable).
- Home/Company address.
- Contact telephone number(s).
- Email Address.
- Social media links.

Any Data held will only be used for us to communicate with you. Your vehicle/equipment details are required for us to order parts and send reminders when inspections are due. Your details will be managed through electronic means and only printed off in hard copy for me to carry out work for you. Assurance from third parties who process your data for my IT software will be recorded.

Your data will NOT be given to third parties for marketing purposes.

We will provide a copy of all the personal data we hold about you at any time with a written request from you.

You can cancel your consent for me to hold your personal data at any time by written request. Data will be automatically deleted when dormant for over 13 months.

Your Consent – By signing this form (hard copy or electronically) you consent for Gordon's Autos to hold personal data for the reasons detailed in our policy statement.

Dated / /

Signed

Print