



## Privacy Notice

The Data Protection Act requires LVC Central Ltd to manage personal information in accordance with the Data Protection Principles. These principles require us to process your personal information fairly, lawfully and in a transparent manner.

This means that you are entitled to know how we intend to use or process any information you provide. You can then decide whether you want to give it to us in order that we may provide the product or service that you require.

Furthermore, processing is only lawful if we have a lawful basis under Article 6. And to comply with the accountability principle in Article 5(2), we must be able to demonstrate that a lawful basis applies.

Without a lawful basis applying to our processing it will be unlawful and in breach of the first principle. We are aware individuals also have the right to erase personal data which has been processed unlawfully.

Our lawful basis for processing is "Consent" where the individual has given clear consent for us to process their personal data for a specific purpose.

### Our Purposes for the Processing

We collect information from you when you ask us to provide examples of contract hire and leasing rentals or place and process an order for a contract hire or leased vehicle.

In processing your order, LVC Central Ltd will send your details to the chosen funder. The Data Protection Act does not generally apply to companies but it does cover personal data relating to sole traders and partnerships. When we receive an application from a business we may perform a search with a credit reference agency on the individual company directors or partners, or any guarantors.

### What information do we collect about you?

Depending on the funder used and the contract written, we shall ask you to provide basic personal information to support the finance proposal necessary for the contract hire or leasing agreement

### Access to your information and correction

You have the right of access to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address. We will not make a charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Your personal information will be held securely in LVC Central Ltd's systems so that we can manage your relationship with us. This will include the information you provide when you apply to us, and any additional information provided by you or others in various ways, including in applications, emails and letters, during telephone calls and conversations in our offices (where applicable), when replying to promotions, through our company websites, and to our newsletters and special offers.

We will not retain your personal information for longer than is necessary for the maintenance your account, or for legal or regulatory requirements.

Your data may also be used for other purposes for which you give your specific permission, or, in very limited circumstances, when required by law or where permitted under the terms of the Data Protection Act 1998.

We will treat your personal information as private and confidential, but may share it with our business partners if you consent.

The Government also requires us to screen applications that are made to us to ensure we are complying with the international fight against terrorism and other criminal activities. As a result of this we may need to disclose information to government bodies.

#### Marketing

We should like to send you information from time to time about special offers on our contract hire and leasing products and services of ours which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes.

#### Cookies

You can visit our websites without identifying who you are or revealing any information about yourself. However, cookies are used to store small amounts of information on your computer, which allows certain information from your web browser to be collected. Cookies are widely used on the internet and do not identify the individual using the computer, just the computer being used. Cookies and other similar technology make it easier for you to log on to and use our websites during future visits.

#### Other websites

Our website may contain links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

#### Changes to our privacy notice

We keep our privacy notice under regular review.

Please contact us if you have any questions about our Privacy Notice or information we hold about you:

Phone: 01908 262662

Email: [info@webcars.co.uk](mailto:info@webcars.co.uk)