

# Privacy Notice

This Privacy Notice shall become effective as of 25 May 2018.

At The Hutson Motor Company Ltd, we understand that we have a responsibility to protect and respect your privacy and look after your personal data. This Privacy Notice explains what personal data we collect, how we use your personal data and how we store your personal data securely.

## Who are we?

The Hutson Motor Company (HMC) manufactures and sells parts & panels for E-type Jaguars and the MG T-Series. HMC is located on Pawson Street, Bradford, West Yorkshire, BD4 8DF, UK

## How the law protects you

Data protection laws state that we are only able to process personal data if we have valid reasons to do so. The reasons we process your personal data include, but are not limited to, completion of a sale, billing, shipping, and to contact you if required.

## How do we collect personal data from you?

We receive information about you from you when you use our website, complete forms on our website, if you contact us by phone, email or in person.

Your personal data may be automatically collected when you use our online services, including but not limited to, your IP address, device-specific information, server logs, device event information, location information and unique application numbers.

## What type of data do we collect from you?

The personal data that we collect from you includes your name, address, email address, phone numbers and payment information. We may also keep details of your visits to our site including, but not limited to traffic and location data. We also retain records of your vehicle, queries and correspondence, in the event you contact us.

## How do we use your data?

We use information about you in the following ways:

- To process orders that you have submitted to us;
- To provide you with products and services;
- To track backorder and order parts for you on your request;
- To help us identify you and any accounts you hold with us;
- To provide customer care, including responding to your requests if you contact us with a query;
- To administer accounts, process payments and keep track of billing and payments;
- To ensure shipments arrive to the correct destination. (This is the only time we pass on information to a 3<sup>rd</sup> party. Please see the Who has access to your personal data, section.)

## Retention periods

HMC will keep your personal data until you tell us to delete it. Many of our customers have been with us for decades and we can help you better if we have the information to hand.

If you ask to have all your data deleted, we may have to keep some of it for a period of time due to our legal and/or accountancy obligations. We assure you that your personal data shall only be used for these purposes stated herein.

## Who has access to your personal data?

We process your data in the administration, billing, shipping & support departments.

Personal data such as name, address, e-mail and phone numbers are stored on Password managed computers over a secure network within HMC.

Payment/billing information is only collected to take a payment that you have authorised and is never stored on our computer system.

Shipping/delivery/freight forwarding companies ask for your details to ensure correct delivery of orders. We provide them with your name, address, e-mail address & phone number. This is the only time we pass your data to a Third Party.

## Your rights

In preventing the use or processing of your personal data, it may delay or prevent us from fulfilling our contractual obligations to you. It may also mean that we shall be unable to provide our services or process the cancellation order/backorders.

You have the right to object to our use of your personal data, or ask us to delete, remove or stop using it if there is no need for us to keep it. This is known as your right to be forgotten. There are legal and accountancy reasons why we will need to keep your data, but please do inform us if you think we are retaining or using your personal data incorrectly.

## Accessing and updating your data online

You must maintain the accuracy of your information and ensure all your details, including but not limited to, name, address, title, phone number and e-mail address are kept up to date to use our online store.

You have the right to access the information we hold about you. Please email your requests to [sales@hutsonmoco.co.uk](mailto:sales@hutsonmoco.co.uk) so that we can obtain this information for you.

## Where we store your personal data

Personal data such as name, address, e-mail and phone numbers are stored on Password managed computers over a secure network.

Payment/billing information is only collected to take a payment that you have authorised and is never stored on our computer system.

As the transmission of information via the internet is not completely secure, we cannot guarantee the security of your data transmitted to our site and any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Where you have chosen a password which enables you to access certain parts of our website, you are responsible for keeping the password confidential. Please do not share this password with anyone.

## Liability

We agree to take reasonable measures to protect your data in accordance with applicable laws

## Data Breaches

In the event of a data breach, we shall ensure that our obligations under applicable data protection laws are complied with where necessary.

## Contact us

Please e-mail any questions or comments you have about privacy to us at [sales@hutsonmoco.co.uk](mailto:sales@hutsonmoco.co.uk)

## Your right to make a complaint

You have the right to make a complaint about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>  
*Information Commissioner's Office*  
*Wycliffe House*  
*Water Lane*  
*Wilmslow*  
*Cheshire*  
*SK9 5AF*

Tel: 0303 123 1113