



Unit 1&2, School Road,
Meadowbank, Winsford, Cheshire, CW7 2PG
Tel: 01606 861042

Email: apc.limited@btconnect.com
www.atlanticperformancecentre.co.uk

Data Protection & Privacy Policy

At Atlantic Performance Centre Ltd, we are committed to protecting and respecting your privacy. Your privacy is extremely important to us so we only use the information you provide about yourself and business to help us to provide our services to you.

This policy explains why we collect personal information, how we use it and how we keep it secure.

We may change this Policy from time to time. By using our services, you are agreeing to be bound by this Policy.

Purposes for which Atlantic Performance Centre Ltd collects, holds and uses personal information:

We only collect, hold and use personal information which is reasonably necessary to ensure that we are able to provide you with the services that are appropriate to your needs. We will use such personal information as your name, address, telephone number, email address and vehicle information in order to repair your vehicle and invoice you with these details on each time you use our services.

Kinds of personal information Atlantic Performance Centre Ltd collects:

Due to the nature of the service we provide, we ask for a range of personal information from our customers.

The types of personal information we may collect can include details such as:-

- Names
- Addresses
- Telephone contact numbers
- Email addresses
- Vehicle details
- Debit/Credit card details to take payments over the telephone

Collecting, holding and using of personal information:

Atlantic Performance Centre Ltd uses a variety of formats for the collection of personal information. These include:

- Telephone calls
- Appointments in person
- Receipt of emails, letters and other correspondence
- Text messages, WhatsApp and Messenger

Security of personal information:

Safeguarding the privacy of your information is important to us. We hold personal information in a combination of secure computer storage facilities and paper based files, and take steps to protect the personal information we hold from misuse, loss, interface, unauthorised access, modification or disclosure.

Who has access to your information?

Only Atlantic Performance Centre Ltd employees who need access to your personal data to perform their duties in providing the contracted services will have access to the data.

Disclosure to third parties:

Atlantic Performance Centre Ltd does not pass your information on to any third parties.

Atlantic Performance Centre Ltd uses an external IT Consultant for its business. It may be necessary to disclose non-sensitive personal information to them from time to time. Such disclosure will be in accordance with this policy.

Access to personal information:

You have the right to access any personal information regarding you that Atlantic Performance Centre Ltd holds. Such requests should be made in writing to the Directors, Andrew Turner or Sally Turner. Please email apc.limited@btconnect.com or write to us at Atlantic Performance Centre Ltd, Unit 1&2 School Road, Meadowbank, Winsford, Cheshire, CW7 2PG. We will acknowledge your request within 14 days and respond to it within a reasonable time.

Correction of personal information:

Atlantic Performance Centre Ltd endeavours to ensure that the personal information we hold is accurate and up to date.

You are able to make a request to correct the information by contacting Atlantic Performance Centre Ltd in writing with your corrected information.

How long will we hold your data for?

We will hold your personal data for the duration of our engagement. Some data we will hold for a period of 6 years in line with regulatory requirements. Upon expiry of the required period, your data will be destroyed by secure shredding, unless you wish to collect your data and destroy it yourself. You should make your request in writing to the above address.

You have the Right to be Forgotten, should you wish for us to completely delete all information that we hold about you then please make your request in writing to the above address.

Review of this Policy:

We keep this Policy under regular review. This policy was last update in May 2018 in line with the new GDPR guidelines.