



Design & Build Unique Vehicles and Trailers.

Unit 6 Fulwood Road North,

Sutton in Ashfield, Notts. NG17 2NB

Tel. 0044 (0)1623 441114

Privacy Policy

At NEAT Vehicles Limited, we're committed to respecting and protecting your privacy.

This Privacy Policy explains when and why we collect personal information about our website visitors, customers and people who contact or interact with us, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

If you do not want us to process your personal information as described in this Privacy Policy, please do not provide information to NEAT Vehicles Limited or use our website.

For questions relating to this Privacy Policy, please contact us at info@neatvehicles.com or Unit 6 Fulwood Road North, Sutton in Ashfield, Nottinghamshire. NG17 2NB

About NEAT Vehicles Limited

NEAT Vehicles Limited is a Limited Company registration number 9863433

Data Protection Officer

Nigel Townsend, Unit 6 Fulwood Road North, Sutton in Ashfield, Nottinghamshire. NG17 2NB

How do we collect personal information about you?

We obtain personal information about our employees through employee application forms, employee CV's, company Induction and our company health and safety questionnaire. Customer information is gained via our website, emails, phone conversations and job quotations.

What type of personal information is collected?

The information we collect from employees include (but is not limited to) your name, address, email address, phone number, date of birth, bank details, national insurance number, medical history and any other information you choose to provide to us.

The information we collect from customers is mainly the same but we also gain information through our website.



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How long do we retain your personal information?

We review our retention periods for personal data on a regular basis. We are required to hold some types of information for certain prescribed periods to fulfil obligations. Outside of specific statutory obligations, we will hold your personal data on our systems for as long as is necessary for the relevant purposes for which we use it, or in accordance with any retention periods set out in any relevant contract you hold with us..

How do we use your personal information?

We may use the information that you directly provide to us in the following ways:

Employees

- We may use your name, address and contact details for the purpose of training, payroll, job allocation or disciplinary action.

Customers

- We may use your name, email address and postal address to provide you with information, you have requested from us, respond to enquiries or requests from you, communicate with you in relation to those enquiries or requests and arranging visits to your business. Our legal basis for this use is our legitimate interests, namely carrying out activities in the course of Neat Vehicles Limited business in response to customer enquiries or requests.
- We may use your name, email address and postal address to provide you with information regarding similar goods and services to those you have already enquired about or purchased. Our legal basis for this use is our legitimate interests, namely the ongoing marketing of our goods and services to individuals with whom we have an existing relationship in connection with our goods and services and/or who have expressed an interest in those goods and services;

Who has access to information?

We will not sell or rent your information to third parties.

We may pass your information to third party service providers, including but not limited to:

- Sub-contractors and Awarding Organisations working on our behalf for the purposes of completing tasks and providing services to you. All partners, suppliers and sub-contractors working on our behalf will be subject to audits to prove compliance to the new GDPR regulations.



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When we use third party service providers, we disclose only the personal information that is necessary to deliver the service.

Your rights

In this section we have summarised the rights that you have under data protection law. Some of the rights are complex, applying only in certain circumstances and subject to certain exceptions, and in the interests of keeping this policy concise, not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.

You have the right:

- To object to us processing your personal information for marketing purposes however we do not currently use unsubscribed marketing techniques
- To access the information, we hold about you and certain information about our processing of it and your rights in relation to it.
- In certain circumstances, to obtain erasure of the personal information we hold about you, subject to certain exceptions.
- To rectification of the information we hold about you.
- In certain circumstances, to restrict our processing of your personal information or object to us processing it. If you object, we will stop processing your personal information unless certain exceptions apply.
- Where our processing of your personal information is based on your consent, to withdraw that consent at any time. If you withdraw your consent, we will stop the relevant processing, but it will not affect the lawfulness of our processing before the withdrawal.

To exercise any of these rights, email us at info@neatvehicles.com

If you consider that our processing of your personal information infringes data protection laws, you have the right to lodge a complaint to a supervisory authority responsible for data protection. You may do this in the EU member state of your habitual residence, your place of work or the place of the alleged infringement.

More information about lodging a complaint with the Information Commissioner's Office (the relevant UK supervisory authority) can be found at <https://ico.org.uk/concerns/>.



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Security precautions in place to protect your information

We take appropriate technical and organisational precautions to secure your personal information and prevent its loss, misuse or alteration. All information you provide to us is stored on our secure servers.

The transmission of unencrypted (or inadequately encrypted) data over the internet is inherently insecure, and for this reason we cannot guarantee the security of data sent between us over the internet.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated on 1st January 2020.

If we change our Privacy Policy we will post the changes on this page and may place notices on other sections of the website and/or notify you by email.

Further information

You can obtain further information about data protection laws by visiting the Information Commissioner's Office website at www.ico.org.uk.