

# McArdles Test Centre Ltd

## Data Protection Statement

This Data Protection Statement is effective as and from 25<sup>th</sup> May 2018

This Statement describes how we use your personal information where it is provided to us in the course of a vehicle roadworthiness test. Please take the time to read it carefully. You have a number of rights in relation to your information including the right to object to the processing of your personal information where that processing is carried out for our legitimate interests.

When we carry out a roadworthiness test for you, we the authorised test operator, will be one of the Companies responsible for handling your personal information (known as a “Controller” under data protection law).

### **1. Who we are and how to contact us.**

McArdles Test Centre Ltd. Industrial Estate, Coe’s Road, Dundalk, Co. Louth.

Website : [www.mcardlestestcentre.ie](http://www.mcardlestestcentre.ie)

E-Mail: [mcardlestestcentre@hotmail.com](mailto:mcardlestestcentre@hotmail.com)

Phone : 042 – 9335020

### **2. Types of information we collect and how we obtain it**

The personal information collected by us includes your name, address, contact information, telephone number, e-mail address and any other details furnished by you in the process of booking your vehicle with us in order to provide you with our services.

We may also collect information about your vehicle during the course of conducting the test, such as mileage, vehicle identity number, registration number.

There will also be information already held by the Road Safety Authority in relation to your vehicle/s and yourself and this data is held by the RSA who also have responsibilities to you as a data controller. The data held by this company referred to in this statement relates to data held by us independently of the RSA and used by us in relation to providing our services to you.

### **3. The purpose and legal basis for processing your information**

We collect your personal information in order to enter into a contract with you. This contract is primarily to test any vehicles that you submit to us for the annual roadworthiness test. If you do not provide us with contact details we may not be able to perform our contract, we will advise you if this is the case,

We may also use your personal information for direct marketing purposes to make you aware of optional products and services which may be of interest to you where you have consented.

We may also use your personal information for customer satisfaction surveys and to send you test reminders where you have not objected to us doing so. We may do this by phone, post, e-mail, text or through other digital media. Where we do so, we rely on the lawful processing ground of legitimate interest and our legitimate interest is to develop relationships with our existing customers and to assess our performance and standards. We will also input your personal information and test results into the Road Safety Authority system (CoVIS) as we are required to by law.

We may also use your personal information to manage our everyday business needs, include accounting, internal reporting needs and to prevent fraud. Where we do so we rely on the lawful processing ground of legitimate interest and our legitimate interest is in the effective management of our business.

#### **4. Your Information and Third Parties**

**The Revenue Commissioners:** We may sometimes share your information in relation to the registration details of your vehicle where we are required by law and where the Revenue by law must be notified of changes of vehicle category or VRT classification.

**Third Party Service Providers:** We may share your personal information with third party service providers that perform services and functions at our direction and on our behalf such as our accountants, IT service providers, printers, lawyers, other business advisors and marketing companies who carry out marketing campaigns on our behalf and providers of security and administration services.

**Potential Sale of the Dealer:** We may also transfer your personal information to companies we plan to merge with or be acquired by.

**Road Safety Authority (RSA), Government Bodies or Officials:** We may share your personal information with the RSA, its authorised officers, Local Authorities and County Councils, Dept. of Transport, NSAI, An Gardaí and any other government bodies or agencies where required to do so by law.

#### **5. Storage Periods**

We may hold your personal information for a period of 7 years from the date of completion of this contract. We may hold this data for a longer period if we are legally required to do so.

#### **6. Transfers outside of the European Economic Area**

We may transfer your personal data outside of the European Economic Area. These countries do not always afford an equivalent level of privacy protection and in such circumstances we will take specific steps, in accordance with data protection law, to protect your personal information. In particular, for transfers of personal data, outside the EEA where there is no adequacy decision by the European Commission we may rely on the contractual protections approved by the European Commission.

## **7. Your Rights**

You have several rights under data protection law in relation to how we use your personal information.

You have the right, free of charge, to:

1. Check what type of personal data we hold about you and what we do with that Information. You are also entitled to receive a copy of this information.
2. Have any inaccurate personal data which we hold about you updated or corrected.
3. Erase personal information we hold about you.
4. Stop us from using your personal information in certain cases, including if you believe that the personal information we hold about you is inaccurate or our use of your information is unlawful. If you exercise this right, we will stop using your personal information and will not carry out any other processing until the issue is resolved.
5. Object to us using your personal information where we rely on our legitimate interests to use your information. We will stop using your personal information unless we can demonstrate an overriding legitimate grounds for the continued processing of this information.
6. Receive certain aspects of your personal information in a structured, commonly used and machine readable format and to have that data transferred to you or to another data controller.

These rights are in some circumstances limited by data protection legislation.

If you wish to exercise any of these rights please contact us in relation to same, We will endeavour to respond to your request within a month. If we are unable to deal with your request within a month we may extend this period by a further two months and we will explain why.

You also have the right to lodge a complaint to the office of the data Protection commission.

## **8. Marketing**

If you wish to hear from us about other services that our company provides, including all special offers and promotions by way of post, e-mail or digital media please tick here.

This consent can be withdrawn at any time by contacting us at the details set out above.

### **9. Customer Satisfaction Surveys**

If you do not wish to hear from us for customer satisfaction surveys by post, e-mail, or phone please inform us.

### **10. Updates.**

We will update this data protection statement from time to time. Any update will be made available and where appropriate notified to you.

For further information on data protection see [www.dataprotection.ie](http://www.dataprotection.ie)

### **10. Opt Out Clause**

If you do not wish to receive e-mail or txt messages reminding you of upcoming test due dates please tick this box.

**I CONFIRM THAT I HAVE READ THIS DATA PROTECTION STATEMENT**

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