

## **Data Protection Statement**

This Statement describes how we use your personal information in connection with this contract with you. 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 processing of your personal information where that processing is carried out for our legitimate interests.**

When you purchase a service from us we will be one of the companies responsible for handling your personal information (known as a "Controller" under Data Protection Law).

The personal information collected by us includes your name address, contact information, telephone number, email address, and any other details furnished by you.

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

We collect your personal information to enter into a contract with you to sell a service. It is a requirement of the contract that we enter into with you that you provide all personal information requested. If you do not provide us with contact details we may not be able to perform our contract, for example, we will not be able to call you when your vehicle is ready, due for annual CVRT check and any other information which we may need to contact you regarding your vehicle.

In order to process your personal information for this purpose, the processing is necessary for the performance of a contract to which you are a party.

We may use your personal information for direct marketing purposes to make you aware of products and services which may interest you or for customer satisfaction surveys where you have not objected to us doing so. As part of our marketing activities, we may also use your personal information to contact you and we may do this by phone, post, email, 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.

When you purchase a CVRT or any other Service from us we will use your personal information to record the data as required by law. We may also use your personal information to comply with any obligation under anti-money laundering legislation, for the purposes of any statutory audit or for any other legal obligation to which we are subject.

We may also use your personal information to manage our everyday business needs, including accounting 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.

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

- Road Safety Authority (RSA), National Standards Authority of Ireland (NSAI) and COVIS the Regulatory Authority for CVRT.  
We are required by statutory law that we exchange your personal information to the Road Safety Authority (RSA) and Covis, the regulatory authority of the CVRT Test in the Republic of Ireland. We exchange data with the National Standards Authority of Ireland (NSAI) in relation to Whole Vehicle Type Approval and they may contact you separately about their use of your information.
- 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 IT service providers and

marketing companies who carry out marketing campaigns on our behalf and providers of security and administration services.

- Potential Sale of the Company: We may also transfer your personal information to companies we plan to merge with or be acquired by.
- An Gardai, Government Bodies or officials: We may share your personal information with an Gardai or other government bodies or agencies where required to do so by law.

### 3. Storage Periods

- We may hold your personal information for the period we are legally required to do so.
- We may hold this data for a longer period if we are legally required to do so.

### 4. Transfers outside of the European Economic Area

- We will not transfer your data outside of the European Economic Area.

### 5. 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 holds about you and what we do with that information. You are also entitled to receive a copy of this information
2. rectify any inaccurate personal information we hold about you
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 store 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; and
6. receive your personal information in a structured, commonly used and machine-readable format and to have that data transmitted 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 using the contact details contained herein. 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. For further information on data protection see [www.dataprotection.ie](http://www.dataprotection.ie)

#### Contact details;

**Izabela Wanecka.**  
**Data Controller**  
**Email: [Izabela@asc.ie](mailto:Izabela@asc.ie)**