

# CLASSICARCO LIMITED

## GDPR & PRIVACY POLICY 356 Spares – 356 Warehouse - 356 Parts Warehouse

This policy aims to give you a clear view of how we use personal information that you provide, our dedication to protecting it, your rights and the options you have to control your personal information and protect your privacy. The information that we collect from you is only that required by us and/or any third party associated with us in order for us to provide you with the goods or services that you have requested.

### PERSONAL INFORMATION WE COLLECT FROM YOU

“Personal information” is any information that relates to you and identifies you personally. When you visit Classicarco Ltd’s 356 Spares & 356 Parts Warehouse websites, e-mail or call us you may be asked to provide information such as your name, postal address, email address, telephone number and other personal information.

We handle all information provided to us in a secure manner and treat it as completely confidential. Your personal information is collected only as necessary to respond to your enquiries, supply you with requested services or goods and to provide you with information that may be of interest to you. Your personal information will **never** be shared with any third parties not connected on specific transactions in which we are engaged with you.

WE PROVIDE encrypted sending and receiving OF PERSONAL INFORMATION, SUCH AS YOUR NAME, ADDRESS AND CREDIT CARD DETAILS. All your personal data is stored in 256 Bit ESA encryption on our databases.

Personal and customer records are held securely on our system and will not be disclosed to any outside 3rd parties.

Your payment details are destroyed after use on your order. Our website uses the industry standard secure Socket Layer (SSL) 256 BIT technology to provide encryption of personal information such as your name address and card details.

In this way information passed between your computer/device and our website the encryption makes intercepting it extremely difficult and unlikely for unauthorised people to see. All credit and debit card transactions take place in a secured environment, always check there is a padlock shown in any browser of any site you use. We will only use SSL Technology to protect your data, please ensure that you set 'Allow all Cookies' for 356spares.com 356warehouse.com 356partswarehouse.com as blocking Cookies can affect your order information.

### RETAINING YOUR PERSONAL INFORMATION

We will keep paper documents which may contain your personal information for 7 years from your last interaction with us as this is a legal requirement. These files are kept in a secure manner, we will not keep any digital copies of sensitive personal information.

Once your transaction has taken place, or you have informed us that you are no longer interested in our services, then we will not use your personal data to market our services to you, unless deemed appropriate and specifically agreed.

### YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

Where we have obtained your consent in relation to your personal information you can withdraw this consent at any time by contacting us. You can ask us for a copy of your personal information using the contact details set out at the end of this privacy policy. You may write to us at any time requesting amendments to certain personal information that you consider to be incorrect or irrelevant or to request that we block, erase or otherwise remove your personal information. We will comply with these requests in relation to your personal information in line with applicable law.

## **OPTING OUT AND UNSUBSCRIBING FROM MARKETING MESSAGES**

If you would like to opt out of receiving marketing messages, you may respond to the message you have received requesting to unsubscribe or alternatively you could contact

Barbara Walbank

Harcourt Street - Walkden - Worsley - Manchester - M28 3GN - Tel: 01204 579949  
enquiries@classicarco.com

## **CHANGES TO THIS POLICY**

Classicarco Ltd '356 parts' is committed to adhere to the fundamental principles of privacy and data protection. We, therefore, regularly review our online policy in order to ensure that it is free of errors and clearly visible on our website, that it contains appropriate information about your rights and our processing activities and that it is implemented and is compliant with applicable law. We may update this privacy policy from time to time. If we make significant changes to this privacy policy, we will inform you by posting a notification on our website, along with an updated version of the privacy policy.

## **CLASSICARCO Limited T/A 356 Spares – 356 Parts Warehouse**

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**LAST UPDATED – JANUARY 2021.**