

# Premier Rides Privacy Notice Document

## Privacy notice –

### Introduction

Privacy is taken very serious by us and we hope this simple statement will put your mind at ease we only collect your name, contact phone number in case the email bounces back and an event date, please contact on the address below if you have any issues with that

### Who we are?

Premier Rides Ltd will only store the information you supply and we do not pass it on to any third party

### What information do we collect?

We collect your name, a contact number and email as well as a date for the event and rough times, if you choose to book through us we will keep this information throughout the booking process and up to one week after the event if all paperwork and finances are settled then it will be deleted. You will receive an email from us asking if we can hold on to the information to contact you for the same event next year. If you would prefer we did not hold this information, it will be deleted. We do not need your address or any banking information or any other personal details.

### How do we use personal information?

We will use the information you supply to prepare a quote for the event you have asked for, if you decide to book with us we will keep the information as described above, if you choose to book elsewhere we will delete your information

Premier Rides do not want information for

- personalisation of content, business information or user experience
- account set up and administration
- delivering marketing and events communication
- carrying out polls and surveys
- internal research and development purposes
- providing goods and services
- legal obligations (eg. prevention of fraud)
- meeting internal audit requirements

**What legal basis do we have for processing your personal data?**

You have asked us to quote for the detailed event and by doing so you have agreed we can use the information to reply to you, you consent to being contacted for this event only, you do not enter into any form of contract or have any legitimate interests or vital interests, there is no legal obligation on any part at this stage

We need your consent to be able to send you a quote and you agree to this. We are not processing special category personal data, under section 2 of the GDPR we will only store your information to quote for a single event, if you do not respond to that quote or inform us we are not successful we will automatically delete the information you provided. We only ask for the information we need to prepare a quote, we will not discuss your details with any third party or disclose your name

**When do we share personal data?**

We do not share your data

**Where do we store and process personal data?**

All data is stored in our office on 1 computer only we do not use a third-party company to store information

**How long do we keep your personal data for?**

As described above

**Your rights in relation to personal data**

Under the GDPR, laws you have the right to change your mind and should you do so please let us know and we will delete all your information immediately

**Use of automated decision-making and profiling**

All of our systems are manual

**How to contact us?**

If you have any issues or need to contact us regarding this please do so by emailing [data@premierrides.com](mailto:data@premierrides.com) if you have any complaints regarding our procedure please use this email.