

# K&J Cars Privacy Policy

## **Our contact details**

Name: K&J Cars

Address: 11 Patrick Road, NR15 2PR

Phone Number: 07464 736667

E-mail: kandjcars63@gmail.com

Updated: 12/07/2023

## **The type of personal information we collect.**

We currently collect and process the following information when you have filled in our contact form:

- Name
- Email address
- Phone number
- Journey details, such as: times, dates and addresses.

## **How we get the personal information and why we have it.**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To book a taxi,
- To enquire regarding a taxi,
- To book a courier service,
- To enquire regarding a courier service.

We use the information that you have given us in order to answer your queries and book your journeys in with our drivers.

We may share this information with our taxi drivers so they can ensure they have all the details needed to meet your taxi needs.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

Date: 12/07/2023

**(a) Your consent. You are able to remove your consent at any time. You can do this by emailing us on: [kandjcars63@gmail.com](mailto:kandjcars63@gmail.com)**

**(b) We have a legal obligation.**

## **How we store your personal information**

Your information is securely stored so we are able to contact you regarding your booking or enquiry. All information is stored securely in our emails, or on a secure mobile device.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the contact information at the top of this document if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at using the contact details at the top of this document.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>