

Privacy Policy

Upton Vehicle Procurement Ltd

1. Introduction

Upton Vehicle Procurement Ltd (“the Company”, “we”, “us”, “our”) is committed to protecting and respecting your privacy.

This Privacy Policy explains how we collect, use, store, and protect your personal data when you engage with our services or submit information through our website.

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data We Collect

We may collect and process the following personal data:

- Name
- Email address
- Telephone number
- Vehicle requirements and preferences
- Information relating to a specific vehicle or enquiry
- Any additional information you voluntarily provide

We do not collect unnecessary personal data and limit collection to what is required to deliver our services.

3. How We Collect Your Data

Your data is collected through:

- Website enquiry forms
 - Direct communication via email or telephone
 - Submission of vehicle details for assessment
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4. Purpose of Data Processing

We collect and process your personal data **solely for the purpose of delivering our services**, including:

- Responding to your enquiry
- Confirming and administering the service package you have selected
- Providing assessments, reports, and recommendations
- Communicating with you regarding your specific request

We do not use your data for unrelated marketing purposes without your explicit consent.

5. Lawful Basis for Processing

We process your data under the following lawful bases:

- **Contractual necessity** – to deliver the services you have requested
 - **Legitimate interests** – to manage enquiries and operate our business effectively
 - **Legal obligation** – where required for tax, accounting, or legal compliance
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6. Data Storage and Security

Your personal data will be stored securely within our internal systems, including our business SharePoint environment.

We ensure that:

- Access is restricted to authorised personnel only within Upton Vehicle Procurement Ltd
- Appropriate technical and organisational measures are in place to protect against unauthorised access, loss, or misuse
- Data is handled in a controlled and confidential manner at all times

No unauthorised third party will have access to your data.

7. Data Retention

We retain personal data only for as long as necessary.

- In most cases, data will be retained for the duration of the service and any immediate follow up period
- In certain circumstances, data may be retained for up to **6 years** to comply with legal, tax, or liability obligations

After this period, data will be securely deleted or anonymised.

8. Sharing of Data

We do not sell, rent, or trade your personal data.

Your data will only be shared with third parties where:

- It is necessary to deliver the specific service you have requested
- You have provided prior consent or authority

Examples may include:

- Contacting a seller on your behalf
- Arranging access to a vehicle for inspection

All such sharing will be limited, relevant, and controlled.

9. Your Rights

Under UK data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data where appropriate
- Restrict or object to processing
- Request transfer of your data

To exercise any of these rights, please contact us using the details below.

10. Cookies and Website Data

If applicable, our website may use basic cookies to support functionality and user experience. These do not collect unnecessary personal data.

A separate cookie policy can be provided if required.

11. Contact Details

If you have any questions about this Privacy Policy or how your data is handled, please contact:

Upton Vehicle Procurement Ltd
Email: [Insert Email Address]

12. Changes to This Policy

We reserve the right to update this Privacy Policy from time to time. Any changes will be reflected on this page.