

# MODIFIED 4 X 4

## FAIR PROCESSING NOTICE

### WHAT IS THE PURPOSE OF THIS DOCUMENT?

Modified 4x4 is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. This fair processing notice is applicable if you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the introduction of you to an Insurance specialist, how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (GDPR).

### DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### THE KIND OF INFORMATION WE HOLD ABOUT YOU

For the purposes of introducing you to an Insurance specialist.

- Your name
- Your contact phone number
- Your email address

### HOW IS YOUR PERSONAL INFORMATION COLLECTED?

The information collected from you shall typically be provided by you, to us via phone, email or instant messenger.

### HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- To provided securely to an FCA regulated Insurance specialist.

### DATA SHARING

#### Why might you share my personal information with third parties?

The data collected from you shall be provided to one Insurance specialist who shall contact you.

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## DATA SECURITY

We have put in to place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## DATA RETENTION

### How long will you use my information for?

We shall hold your information until your information is passed on to the Insurance specialist. This shall not exceed a period of 12 months.

## RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

### Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.  
**Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Data Privacy Manager in writing.

## DATA RETENTION

Your data privacy manager can be contacted via:

Email – [connections4u@hotmail.co.uk](mailto:connections4u@hotmail.co.uk)  
Post – 2a Elm Grove, Westgate-On-Sea, Kent, CT8 8LB