

## Privacy Statement & GDPR Compliance

Here at the o'shea group our priority is to provide the most professional service possible to our valued customers. To that end we respect your privacy and value your right to the simplest and most transparent understanding of how we conduct our business, in our drive to be GDPR compliant.

This publicly available privacy statement is the location in which we display our privacy policy. At the bottom it will be dated with the date it was last updated for transparency.

Whenever there is a change to our policy it will be updated here, along with the date of the update. This policy is binding to anyone who uses our website.

If you have any questions, concerns, or comments you can phone us on

+353 (0)1 8252121 or send an email to [osheasgroupgarage@gmail.com](mailto:osheasgroupgarage@gmail.com)

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### How do we collect personal information?

We use specific actions on our website to collect personal information. We collect details when you get in touch with us about our services by using our contact forms.

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### What type of information do we collect?

The personal details we are most likely to collect are your name, postal address, email, IP address and the pages you interacted with on our website and when you did so.

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### How do we use your information?

These are the ways we are most likely to use your information:

1. To get in contact with you about a query, question, enquiry or order you made via our website
  2. So we can get in touch when you fill in one our contact forms
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### Who is able to gain access to your details?

As already stated, we utterly respect your right to privacy so you can rest assured that under no circumstances will we sell or rent your information to any third parties, nor will we give access to your details for marketing purposes.

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### What are your choices?

We require you to opt-in or give prior consent before we can contact you via email, phone or text for any marketing and promotional purposes. We are also unable to get into contact with you via your postal address if you have made it clear you don't want us to. You can also adjust your choices any time you wish by emailing us at [osheasgroupgarage@gmail.com](mailto:osheasgroupgarage@gmail.com) or phoning +353 (0)1 8252121

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### What are your rights?

In line with GDPR regulations which are in effect from 25th May 2018, you may ask us for a copy of the details we hold on file for you. You can equally request us to edit, adjust or delete any or all of this information. We are obliged to deliver upon your request within 30 days under GDPR legislation.

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### How do we protect your information?

Once you have given us personal details, we go to considerable lengths to ensure it is protected. While we do our utmost to guarantee the safety of your personal information, you also have to remember that details such as your email address are being sent over the Internet, and as such we cannot 100% guarantee the security of these; you send information to us over the Internet at your own risk.

Once we get hold of your information, however, we do everything we can to secure it on our systems through the use of secure servers and security certificates (SSL).

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### Breaches

If an extraordinary situation arises where any relative data has been breached, hacked or stolen, it is our policy to notify you as soon as possible of such breaches, along with our contingency plan limit any potential damage arising from such a breach.

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### Use of Cookies

As with most websites, our website also makes use of cookies. These are minuscule parts of information that are stored on your computer's hard drive by companies that enables them to identify you when you visit the site.

These cookies don't collect any individual identification data, but rather just statistical insights about the sites you visit and what your online behaviour and patterns are. This actually assists us in improving user experience and personalise your online interactions. You are also able to turn off cookies using your browser settings if you wish.

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### External links to other websites

Our website is likely to contain links to external websites that belong to other companies. This document only serves as a privacy policy for this website, and as such it's imperative that you read the privacy documents supplied by the other websites that you visit – even if it's through a link on our website. Additionally, if you have accessed our website via an external link on another site, then we cannot guarantee that they have the same privacy policy as us; make sure you read their privacy documents to ensure that their practices are in line with your expectations.

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### Age of Consent

By using this site, you represent that you are at least the age of majority in your state or province of residence, or that you are the age of majority in your state or province of residence and you have given us your consent to allow any of your minor dependents to use this site.

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### Transferring your details outside of the EU

By offering your personal information to us, you are acknowledging that they could be transferred to locations outside of Ireland. This could happen if a server is located in a country outside of Ireland. We cannot guarantee that these locations have the same protection laws as we do when it comes to personal data particularly since non EU countries will not be bound by the same GDPR policies that apply in Europe. By giving us your information, you are agreeing to these terms. However, if we are aware of your data being transferred out of the country, we will make sure the right protection processes are in place to ensure your personal information remains as secure as possible, in line with what we have stated above. If you engage with our website while outside the country, then our data may be transferred internationally in order to provide you with the correct services.

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### Privacy Policy reviews

We review and update this Privacy Statement on an ongoing basis. This was last reviewed and updated 24<sup>th</sup> May 2018.