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Background on Revington TR's General Personal Data policy.

Revington TR have always treated customer's personal data with care. New rules from May 25<sup>th</sup> 2018 require us to formalise our arrangements. This document tells you how we are doing that.

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## PERSONAL DATA POLICY (ABRIDGED) AND HOW REVINGTONTR USE YOUR INFORMATION

### How RevingtonTR Use your Data - Customer

1. RevingtonTR have been communicating with our customers for many years whilst storing their details securely within our systems. The new information requirements of GDPR require us to review what we do and notify you of our intentions to communicate with you and how we store your information.
2. Within the requirements of GDPR we will be storing your data (see 3 below) and communicating with you using "Legitimate Interest" and associated tests to meet the requirement. (See the ico link below for more information). This is due to the historic relationship we have with each other and the business we conduct with you balanced against the risks of holding the required information and the marketing we send to you.
3. RevingtonTR need your personal information, name, address, phone and email to enable us to provide the service you have requested from us, that is, to process your orders to your designated delivery address. Your name and address may be shared with the shipping company of our choice to arrange delivery to your designated delivery address.
4. A. Your payment details, including your card details, will only be used to process the payment for your order. Where the payment gateway has been used on our web site the gateway provider will check your details and process the payment. RevingtonTR do not see any card details or retain card numbers.  
B. Where we have been asked to process a payment outside of the payment gateway we will only hold the details for as long as is required to process the payment. These details (your card details) are not recorded electronically onto the RevingtonTR systems. They will be used to process your payment through manual entry payment methods, currently Sage pay or Worldpay and destroyed after use in line with the card industry standards and process's. Card details are not retained in either hard or electronic form.
5. RevingtonTR will only use your information to process your order subject to item 6.
6. We do like to keep in touch with you and let you know the latest news and offers from RevingtonTR that specifically relate to TriumphTR's, RevingtonTR and you. You will continue to receive our newsletter due to the historic relationship we have had. This information is **not shared** and is held by our mailing system Campaign Monitor.
7. If you do not think you are on our mailing list you can be added to receive our Newsletter by clicking the link, [Click here](#) where you will be asked to include your name and e mail address. This will enrol you onto our mailing list to receive our Newsletter and RevingtonTR marketing, normally just a monthly newsletter.
8. RevingtonTR will not share any of your information for any purposes except for the delivery of our service as described above.
9. RevingtonTR will not use your contact details for marketing by text message, phone or post.

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## RevingtonTR and Personal Data Retention (Customer)

1. Your name, address, email and telephone number will be retained to ease future order transactions and help in our communication with you. Should you wish for your personal information to be deleted please contact us by e mail at [info@revingtontr.com](mailto:info@revingtontr.com) stating you wish your details to be removed from our system. Some information is still retained as a legal requirement. Please do not consider your details removed from our system until we have confirmed receipt of your e mail and have confirmed the details have been deleted.
2. RevingtonTR do not retain any credit card details longer than required to process your order. No card numbers details are held on our data base at any time. Card payments processed electronically use Sage payment gateway or Worldpay systems.
3. You may have elected to receive marketing information from RevingtonTR but you can unsubscribe at any time by contacting [info@revingtontr.com](mailto:info@revingtontr.com) asking to unsubscribe or just clicking the unsubscribe link at the bottom of the marketing correspondence you receive.

**FOR FURTHER INFORMATION ABOUT YOUR RIGHTS AND OUR OBLIGATIONS SEE THE ICO LINK BELOW.**

For RevingtonTR's full Policy see POL004

The Information Commissioner's Office [ICO.ORG.UK](http://ICO.ORG.UK)

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