

Bright Sparks Electrical Vehicle Charging

Privacy Notice

Last updated: 22/12/2021

Our contact details

Name: Marc Tungate

Address: 1 Rayleigh Road, Stanford-le-Hope, Essex, SS17 ONE

Telephone: 07981311547

Email: marc@bsevehiclecharging.com

The types of personal information we currently collect

We currently collect and process the following information:

- Full name
- Address
- Email address
- Telephone and mobile numbers
- Details pertaining to the electrical systems within your property

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:

- You contacted us by phone and/or email with a query, comment, or any other kind of message containing personal data.
- You have enlisted our services and provided us with the personal information necessary for us to perform our services by phone, email, and/or in person.
- We also receive personal information indirectly from EV Comply if you fill out and submit our EV Comply form.

We use the information that you have given us in order to:

- Maintain contact with you.
- Decide the particulars and order the materials required for the electric vehicle charging point(s) you have enlisted us to install.
- Decide the applicability of an OZEV grant and apply on your behalf if you request us to do so.

We will not share your personal information with any other organisation or person.

Under the General Data Protection Regulation (GDPR), the lawful base we rely on for processing this information is our contractual obligation.

How we store your personal information

Your information is securely stored within a computerised file system at 1 Rayleigh Road, Stanford-le-Hope, Essex, SS17 ONE.

We keep all personal information for up to a year past the expiration date of the charger we have installed. In the case of multiple chargers, we will keep all personal information for up to a year past the latest expiration date.

We will then dispose of your information by deleting it from the hard drive of the aforementioned computerised file system.

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 data 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 if you wish to make a request through one of the following channels:

- By emailing marc@bsevehiclecharging.com
- By calling 07921 775 885
- By writing Marc Tungate, 1 Rayleigh Road, Stanford-le-Hope, Essex, SS17 ONE

How to complain

If you have any concerns about our use of your personal information, you can make a complaint through the following channels:

- By emailing marc@bsevehiclecharging.com
- By calling (+44)07891311547
- By writing Marc Tungate, 1 Rayleigh Road, Stanford-le-Hope, Essex, SS17 ONE

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline Number: 0303 123 1113
Website: <https://www.ico.org.uk>