

Privacy Policy

Sipson Cars Limited · 17 August 2026

1. Introduction and Data Controller Details

This Privacy Policy explains how Sipson Cars Limited collects, uses, stores, and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data (Use and Access) Act 2025 (effective February 2026). Sipson Cars Limited is registered at Imperial Drive, Rayners Lane Station, Harrow, HA2 7HE. The Data Controller for Sipson Cars Limited is Malyar Sahil. If you have any questions about how we handle your personal data, please contact us at the address above. This policy is effective from 17 August 2026 and will be reviewed annually on 17 August 2027.

2. What Personal Data We Collect

As a car-related business providing services to customers, Sipson Cars Limited may collect and process the following categories of personal data: Customer names, email addresses, and telephone numbers collected when booking or enquiring about our services. Payment card details processed when you pay for our services. Vehicle information including registration numbers linked to your identity. Images captured via our CCTV system operating on our premises. Website usage data including IP addresses and cookies when you visit our website. For our staff (2–5 employees), we also hold employment records including names, addresses, National Insurance numbers, payroll information, emergency contact details, and performance records. We do not collect special category data unless strictly necessary and with your explicit consent.

3. How We Use Your Personal Data

Sipson Cars Limited uses your personal data for the following purposes and on the following legal bases under UK GDPR: To provide and manage the car services you have requested (contract performance). To process payments securely for services rendered (contract performance and legal obligation). To send booking confirmations, service updates, or follow-up communications using your email address or phone number (legitimate interests or consent). To monitor our premises via CCTV for security and crime prevention (legitimate interests). To manage employee relationships, payroll, and statutory obligations (legal obligation and contract). To respond to enquiries submitted through our website (legitimate interests). To comply with legal and regulatory requirements including HMRC obligations (legal obligation). Under the Data (Use and Access) Act 2025, we ensure that our data processing activities are proportionate, transparent, and subject to appropriate safeguards.

4. CCTV and Premises Monitoring

Sipson Cars Limited operates a CCTV system at our premises located at Imperial Drive, Rayners Lane Station, Harrow, HA2 7HE. CCTV is used solely for the purposes of security, crime prevention, and

the safety of staff, customers, and property. Visible signage is displayed to inform individuals that CCTV is in operation. CCTV footage is stored securely and is accessible only to Malyar Sahil and authorised personnel. Footage is retained for a limited period (see our Data Retention Policy) and is not shared with third parties except where required by law enforcement or in connection with an investigation. Individuals captured on CCTV have the right to request access to footage in which they appear, subject to the rights of other individuals recorded.

5. Sharing Your Personal Data

Sipson Cars Limited does not sell or rent your personal data to any third party. We may share your data in the following limited circumstances: With payment processors to facilitate secure card transactions. With HMRC or other statutory bodies where legally required. With our IT service providers or software suppliers who process data on our behalf as data processors, subject to data processing agreements. With law enforcement or regulatory authorities where required by law. Any third parties with whom we share data are required to handle your data securely and in accordance with UK GDPR. Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place in accordance with UK GDPR transfer mechanisms.

6. Your Rights Under UK GDPR

You have the following rights in respect of your personal data held by Sipson Cars Limited: The right to access the personal data we hold about you (Subject Access Request). The right to rectification if your data is inaccurate or incomplete. The right to erasure ('right to be forgotten') where data is no longer necessary. The right to restrict processing in certain circumstances. The right to data portability where processing is based on consent or contract. The right to object to processing based on legitimate interests. The right not to be subject to solely automated decision-making. To exercise any of these rights, please contact Malyar Sahil at Sipson Cars Limited, Imperial Drive, Rayners Lane Station, Harrow, HA2 7HE. We will respond within one calendar month. If you are dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk or by calling 0303 123 1113.

7. Security and Data Breaches

Sipson Cars Limited takes the security of your personal data seriously. We implement appropriate technical and organisational measures to protect data against unauthorised access, loss, or disclosure. Staff and lone workers access business data using both company and personal devices; all devices used for business purposes are subject to our Acceptable Use Policy and Data Protection Policy. Card payment data is processed through PCI DSS-compliant payment systems and is not stored on our own systems beyond the point of transaction. In the event of a personal data breach that is likely to result in a risk to your rights and freedoms, we will notify the ICO within 72 hours and, where required, inform affected individuals without undue delay.

8. Cookies and Website

Our website uses cookies and similar tracking technologies to improve user experience and analyse site traffic. When you first visit our website, you will be presented with a cookie consent banner. Strictly necessary cookies are used without consent; all other cookies require your opt-in. You may withdraw your consent at any time by adjusting your browser settings or using the cookie preference tool on our website. For full details of the cookies we use, please refer to our separate Cookie Policy available on our website. Our website data practices are consistent with the Privacy and Electronic Communications Regulations (PECR) and UK GDPR.

9. Changes to This Policy

Sipson Cars Limited reserves the right to update this Privacy Policy as required to reflect changes in law, business operations, or data processing activities. The current version will always be available on our website and at our business premises upon request. This policy was last reviewed and updated on 17 August 2026 by Malyar Sahil, Data Controller.