



**AvaRide Taxis in Chorley**

9 Seymour Street, Chorley, Lancashire, PR6 ORR

Phone: 01257 265555

Email: [info@avaridechorley.co.uk](mailto:info@avaridechorley.co.uk)

Website: [www.avaridechorley.co.uk](http://www.avaridechorley.co.uk)

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## **AvaRide Taxis Privacy Policy**

AvaRide Taxis gathers and processes personal information in accordance with our privacy policy, and in compliance with relevant data protection regulations and legislation. This policy has been developed to help you understand exactly how we collect, use, communicate, disclose and otherwise make use of your personal information.

### **Information We Collect**

AvaRide Taxis collect and process your personal information using lawful and fair means, and where possible, with your knowledge or consent. This consent is granted under Article 4(11) of the General Data Protection Regulation (GDPR).

The personal data we collect is retained for a reasonable amount of time, for as long as they are needed to provide you with our services.

This information may be shared with selected third parties including drivers, business partners, suppliers and sub-contractors to fulfil our obligations by providing you with a service.

We will also disclose information, at request, to Police, Government and Council agents to comply to the extent that we are required to by law.

The information we collect may be backed up onto or operated via remote servers.

We will take all reasonable steps to ensure that your data is treated securely, and in accordance with our privacy policy.

### **The personal data we may collect includes:**

- Name
- Home address
- Personal email
- Business email
- Home telephone number
- Mobile telephone number
- Bank details

**If you are employed by AvaRide Taxis, we may additionally collect your:**

- National Insurance number
- Date of birth
- Licences (DVLA or council)
- Vehicle information

**Your Rights**

Under data protection legislation, you have the right to access any personal information that AvaRide Taxis process about you. You can request information about:

- What personal data we have about you
- The purposes of processing your data
- The recipients who the personal data has/will be disclosed to
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

You can also provide us with a withdrawal of consent which will force us to destroy the personal data we have collected about you. If you do this, you can also ask how we intend to destroy your data, and the security measures we have in place to do this.

If you intend to exercise your rights, please bear in mind that we may ask you to provide us with proof of identity before we act on it. In this situation, a copy of your driving license or passports, plus a copy of a utility bill displaying your current address, will be required. AvaRide Taxis reserves the right to refuse your documents, or ask for additional proof of identity