**Sytner Group – Privacy Notice (under 16 years of age)**

**1 Your child’s Personal Information**

1.1 When a child signs up for competitions, Sytner Group Limited will collect and process information, also known as personal data about the child. Further, Sytner Group Limited will with your consent collect and process personal data about you as consenting parent or legal guardian. Sytner Group Limited collects the personal data for the purpose of drawing and contacting the winner of the competition (the “Purpose”). Sytner Group Limited may publish details of the competition winners which is their first name and school on the public facing Sytner Careers website <https://careers.sytner.co.uk/> with your consent.

1.2 Sytner Group Limited will collect and process the following personal data:

(a) Your child’s first name, age, school attended, your name, contact number and email address.

1.3 Processing simply means that Sytner Group Limited will register the personal data in a computer and store the personal data as long as it is necessary for Sytner Group Limited to deliver the prize to your child and to you. Sytner Group Limited may use the personal data for promotional purposes on our website with your consent for a period of 12 months after the competition has closed.

1.4 All personal data will be treated as confidential information and will be used for the Purpose only.

1.5 You and your child’s personal data will be stored by Sytner Group Limited in the United Kingdom and may be accessed by Sytner Group outsourcers on a need to know basis.

1.6 Sytner Group Limited may transfer your and your child’s personal data to one of its supplier’s in a country outside the EU/EEA. In such event, Sytner Group Limited will remain responsible for you and your child’s data and ensure the supplier has an adequate level of data protection. In case Sytner Group Limited transfers your personal information to third parties outside of the EU/EEA, this will be done on the legal basis of the EU standard Contractual Clauses or the country is approved by the EU Commission as providing adequate protection of personal Data.

1.7 Sytner Group Limited will keep your and your child’s personal data until fulfilment of the competition, unless Sytner Group Limited is required under applicable law to keep your and your child’s personal data for a longer period of time. This may be for bookkeeping purposes or similar.

1.8 You can obtain a copy of your and your child’s personal data in a structured, commonly used and machine-readable format by contacting Sytner Group head office by email to [data.team@sytner.co.uk](mailto:data.team@sytner.co.uk)

1.9 You can obtain further information on the personal data which Sytner Group Limited stores and processes about you and your child’s by contacting Sytner Group head office either by phone on 0116 282 1000 or by email to [data.team@sytner.co.uk](mailto:data.team@sytner.co.uk) . Further, you may object to your and/or your child’s personal data being processed, request that you or your child’s personal data is rectified or withdraw your consent to such processing at any time. If you wish to withdraw your consent or have your or your child’s data rectified, please contact Sytner Group head office by email to [data.team@sytner.co.uk](mailto:data.team@sytner.co.uk) .Further, if you have any complaints about Sytner Group Limited processing of your or your child’s personal data, you may contact the Information Commissioners Office (ICO) <https://ico.org.uk/>

1.10 If you make a request, you may do so in writing, e.g. via email. However, emails must not be sent through social networking platforms, but should be sent through the Sytner Group website. The request must be made by the data subject to Sytner Group head office at [data.team@sytner.co.uk](mailto:data.team@sytner.co.uk) .

1.11 You are obliged to provide proof of identity and residence before the request is processed by Sytner Group Limited. Under normal circumstances no fee will be applied by Sytner Group Limited for the processing of your first data request. Sytner Group Limited may ask for such information which Sytner Group Limited may reasonably require in order to confirm your identity and to locate the information which you seek.

1.12 Sytner Group Limited must respond to a request within one calendar month from receipt of the request or, within this deadline, inform you when a response will be provided.

1.13 Sytner Group Limited will be processing your personal data based on your consent which you will provide either by signing this privacy notice or electronically by clicking to accept the terms in the competition entry web form found on our website.

1.14 Further information about the Sytner Group can be found on our website www.sytner.co.uk .