

# GDPR

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**Platinum**  
MOTOR GROUP

# Introduction

## The Platinum Group and GDPR

Dear Team Member,

When details of the new GDPR legislation started to emerge in late 2017, many people perceived it as a complicated distraction from “doing what we currently do”.

Though one could take that view, it wasn't a very productive way of encompassing change that will happen, and be backed by law.

Whilst there was no doubt that there were complexities and additional dimensions to the implementation of GDPR, it nonetheless had to be seen as a positive step and be an integral part of the company's culture and modus operandi going forward.

We therefore decided to leverage what was (and still is) a very significant and important body of legislation into ways of doing things better and more efficiently for the future - by tightening up on existing processes, adding new ones, and creating a coherent overall approach to a topic that has the potential to affect all of us, whether collectively, professionally or personally.

This booklet seeks to give an overview of GDPR, what it is and what we're doing about it, and also indicate sources of more detailed information such as our Company Policy, Privacy Policy and contact details of the regulatory body, the ICO.

Customer and Employee Data, and the numerous ways in which it is collected, stored and processed in pursuit of our job responsibilities is vitally important to all of us. We must therefore make it our ongoing duty of care to ensure that we treat it with the respect it deserves at all times, in accordance with the law. Please read this booklet, and help us to ensure our compliance as we travel forward, it's in all of our interests to do so.

Yours sincerely

**The Board of Directors**

## What is GDPR?

GDPR is the General Data Protection Regulation legislation that is in force from the 25th May 2018.

Put simply, the GDPR legislation concerns the security and correct use of data (in whatever form/s held) by and within an organisation. It effectively supersedes previous legislation surrounding data protection and related topics.

This flagship legislation will be monitored by an oversight regulatory body. Simple though that may sound, the legislation is wide ranging and complex, with ramifications across all departments within the company - whether Sales, Service, Parts, Human Resources, Payroll, Marketing, Accounts/Finance and so on.



## Why Does GDPR Matter?

Implementation of GDPR is important to the Platinum Group because it is a legal requirement.

This legislation is regulated by the ICO (Information Commissioner's Office), who have the right to conduct thorough and detailed investigations if a complaint is received. Should a company be found to be in breach of the regulations, the regulator has the power to impose significant fines if it sees the need to do so.

It is, of course, our duty of care to ensure the secure keeping and correct use of all data that our team members and customers have entrusted us with.

## What Have We Done About It?

In order to implement GDPR at the point of the legislation becoming "live", we requested information and examples of GDPR related materials (however big or small) from the management teams, which we collated and published on the company's intranet Platinum Info Central.

On an ongoing basis, it is important that this flow of information continues, as knowledge of the subject widens and the legislation itself evolves. The company has also attended seminars, viewed webinars, obtained advice from various credible sources and taken numerous meetings to understand and subsequently implement GDPR practices; this is a process that continues.

As a result of these activities, we have produced a GDPR Company Policy and Best Practice, a Privacy Policy and a GDPR Master Document that encompasses all aspects of this topic including detailed data mapping and supplier information

## How We Manage It

GDPR is a regular topic of Board Meetings, Management Meetings, Review Meetings and bespoke meetings convened for the sole purpose of managing aspects of GDPR.

Though GDPR is management topic ongoing, it is something that all team members should and must participate in, and contribute to. This will ensure a "group wide" approach to the security and correct use of both employee and customer data in the future.

Please help us in our compliance by being a proactive, positive and willing participant in our work regarding GDPR.





## Further Information on GDPR

Our GDPR Company Policy can be viewed on the company Intranet Platinum Info Central (**[www.platinuminfocentral.com](http://www.platinuminfocentral.com)**).

All team members were issued with Platinum Info Central logins. If you've forgotten yours, please contact the Human Resource Team at Head Office.

The Information Commissioner's Office website can be viewed at - **<https://ico.org.uk/>**



### **Bath – Chippenham – Frome – Trowbridge**

Platinum Motor Group Website; **[www.platinummotorgroup.co.uk](http://www.platinummotorgroup.co.uk)**

Platinum Info Central (Company Intranet); **[www.platinuminfocentral.com](http://www.platinuminfocentral.com)**

All information is correct at the time of publishing September 2020 - GDPR Employee Information Booklet v2.

The Platinum Group will conduct regular reviews of its GDPR Policy. Updated versions of GDPR and related policies will be published on Platinum Info Central (and other digital platforms if necessary) as and when required. The current version of our GDPR Policy can also be requested by contacting the Human Resources Department at Head Office in Trowbridge.