

How we process your personal information.

We protect your personal integrity and always strive for a high level of data protection. To clearly describe how we handle your personal information, we have developed a Privacy Policy that explains, how your information is processed, how we protect your information and how to use your rights. Below we describe how we treat your data when you sign up for and undergo training at, and when you conduct proficiency tests at Auto Education Academy. We describe where your data is collected, which we can share information with, and what personal data is processed and why we treat them. Euro Car Parts Limited of T2 Birch Coppice Business Park, Danny Morson Way, Dordon, Tamworth, England, B78 1SE is the person responsible for managing your tasks in our course and education programs. If you have questions regarding our handling of your personal information or if you wish to exercise any of your rights related to the handling of your personal information, please contact our Data Protection Officer sars@eurocarparts.com. What personal data we treat about you. We process personal information provided by you when registering with Auto Education Academy or when you sign up for one of our courses. We also process personal data generated during the implementation of education, such as information about completed / unsuccessful education and information on test results at the test. Personal data you provide to us or as we generate about you:

- Name: first and last name
- Contact information: Address, E-mail address, Phone number.
- Login: Username, Password
- Title
- company code
- Personal identification number: (for certification only)
- Allergies
- Education history: completed education, presence information.
- Test result
- Billing Reference: Name, Participant presence.

In addition to the information you provided to us or which we have collected from you, we will not collect any information from third parties.

How and why we use your personal information

We process information about you, for example, because you have chosen to register a user account with us or because you have chosen to enroll in one of our courses. The personal information we collect about you is processed for the purposes and legal basis described below: Purpose Treatment Categories of personal data Legal basis Shelf life For User Administration and Support • Provide permission to log in to your user account. • Ensure your identity. • Receive your course registration. • Communicate with you before or during training. • Credentials • Name • Contact Information • Our communication with you. Eligible interest * Until the training is completed and for a period of 12 months thereafter. In order to provide and administer training. • To identify you as eligible for education. • Bill your employer • Provide information about completed education. • Create course certificate. • Share personal identification number (certificate certification only) • Name • Contact Information • Title • Company Information • Personal (more information below) • Education

History • Test result • Billing Reference for Billing. Eligible interest ** Until the training is completed and for a period of 3 months thereafter. Manage and provide special costs at training opportunities • Obtain information about allergies to provide special costs at training opportunities. • Allergies (more information below) Consent Until the education is completed and for a period of 3 months thereafter. In order to provide you with your education history. • Store information about completed education / education history. • Name • Contact Information • Credentials • Title • Company Information • Personal (more information below) • Education History • Test Results • Consent Until you revoke your consent. To promote our education and services. • Submit direct marketing where proposals for available courses are given. • Name • Contact • History of Education Legitimate Interest *** Until the education is completed and for a period of 12 months thereafter.

Processing of sensitive personal data.

Certain personal data are by nature particularly sensitive and therefore covered by stronger protection. Of the information we treat about you, allergies and information about your health count as extra sensitive. We only deal with sensitive data for the specific reasons. We treat information about your allergies for the following reasons:

- To provide customized diet at our training opportunities to specify specific allergies.

Opposition to treatment based on legitimate interest. You are entitled to oppose the processing of your personal data based on a legitimate interest. Continued processing of your personal data presupposes that we can show compelling legitimate reasons that weigh heavier than your interests, rights and freedoms or whether it is for the purpose of determining, exercising or defending legal claims.

* In order to manage your user account and to communicate with you before and during any of our courses, we collect information about your name, contact information, login details and information about our communications. The processing is necessary to meet our legitimate interest in accessing our education system and to help you if you have any questions regarding education or problems when using our education system, which considers your interest in the protection of your personal data.

** In order to provide training, we collect information about your name, contact information, information about possible allergies, and your education history. The processing is necessary to meet our legitimate interest in providing training to you, which considers your interest in the protection of your personal data.

*** We always strive to be as relevant as possible in our communication to you. In order to send relevant offers to you regarding our courses and courses, we need to process your name, your contact information, and your education history. We have assessed that there is a mutual need for relevant information and assesses that the mutual need weighs heavier than any risks to you as registered.

Who can we share your personal information with?

Personal Data Assistants

In cases where it is necessary for us to provide our services, we share your personal information with companies that are personal information assistants for us. A personal information officer is a company that processes personal information on our behalf and based on instructions from us. We have written agreements with all Personal Data

Counselors to ensure proper and safe processing of the personal data they undertake to process. Our personal information assistants help us with:

- IT services (companies that manage operations, technical support and maintenance of our IT solutions)
- External training providers (subcontractors providing training)

Where your information was processed

Our goal is to process your personal information within the EU / EEA as far as possible. However, your personal data may in some situations be transferred to, and processed by, recipients in countries outside the EU / EEA. In these cases, we will take all reasonable legal, technical and organizational measures required to ensure that your personal information is handled securely and with an adequate level of protection comparable to and at the same level as the protection offered in the EU / EEA. Examples of appropriate protection measures are approved code of conduct in the recipient country, standard contract clauses, binding company internal rules or privacy shield. If you want a copy of the protection measures we have taken or information about where these were made available, you can get this by contacting us as below.

How long do we save your personal information

We save your personal information as long as it is necessary for each purpose. See more about specific storage periods under the heading "For what purpose do we process your personal information".

How we protect your personal information

We take the legal, technical and organizational security measures required to ensure that your personal information is not manipulated, lost or destroyed, or unauthorized access to them. Our safety routines are updated as technology evolves and improves.

Your rights

We want to be transparent and transparent about how we treat your tasks. If you want to understand the personal data processing we do in relation to you, you are entitled to request access to information about the treatment. If we receive a request for access, we may ask for additional information to ensure that we provide the information to the right person and what information you want to share. You are entitled to:

- Receive confirmation from us if we process personal information about you and, if so, have access to the personal data we process about you (registry extract) at no charge. In case of manifestly unfounded or unreasonable registry requests (in particular due to repeated requests), an administrative fee may be charged or the request is denied.
- Correcting incorrect or incomplete personal data.
- Get your data deleted in some cases, such as If your personal information is no longer necessary for the purposes for which they were collected.

- Restrict processing of your personal data in some cases - eg If you have objected to the processing of your personal data that is made after the balance of interest - while controlling our reasons, weighs heavier than your interests, rights and freedoms.
- Retrieve and transfer personal data to other personal data administrators in some cases (data portability). The right to data deprivation covers only information that you have provided to us and which we treat on the basis of certain legal bases, such as an agreement with you.

Opposition to treatment for direct marketing purposes

You may object to your personal data being processed for direct marketing. If you oppose direct marketing, we will discontinue the processing of your personal data for that purpose and terminate any direct marketing action.

Of course, you have the opportunity to unsubscribe from any mail and personal offers in some channels, for example, you can only receive offers from us via email, but not text.

Revocation of consent

You are entitled to revoke your consent for personal data processing at any time. In that case, we will terminate the treatment for the purposes based on your consent. If there is no other legal reason that allows us to save the data, we will delete them.

Cookies and the like

We use cookies, web beacons and similar techniques (commonly called "cookies") to enhance your experience with us. We use cookies on our website and in our web services. Here we explain how we use cookies and what choices you can apply to our cookies.

What are cookies?

Cookies are small text files consisting of letters and numbers. These are sent from Mekonomen or our partners' web servers and stored on your device as shown below. We use different cookies:

- Session cookies are a temporary cookie that ends when you close your browser or app.
- Permanent cookies are cookies that remain on your computer until you delete them or they expire.
- Pre-Cookies are cookies set by the website you visit.
- Third-party cookies are cookies set by a third-party page.
- Web beacons are small transparent graphic images that may be in e-mail we send to you.
- Similar techniques are techniques that store information in your browser or device in a manner similar to cookies and web beacons.

Why do we use cookies?

The cookies we use usually improve the services we offer you. In general, we categorize our cookies and their use as follows:

Necessary cookies are absolutely necessary to provide our basic services, such as our payment options or our customer portal. Our services would not work without these cookies.

Analytics cookies provides overall analytical information regarding your use of our services.

Function cookies allow us to save settings such as language selection or whether or not we will fulfill your details. Without these types of cookies, we would not be able to tailor our services according to your wishes.

Security cookies make our services and data safe and secure by helping us detect fraud and protect your data. Since this is an essential part of our services, these cookies are necessary. Advertising Cookies enable us to target relevant marketing to you.

[How can you check our use of cookies](#)

Your browser or device will usually allow you to change the settings for the usage and scope of cookies. Go to the settings of your browser or device to learn more about adjusting the settings for cookies. For example, you can choose to block all cookies, accept only first-party cookies, or delete cookies when you close your browser.

Please note that some of our services might not work if you block or delete cookies.

[Complaints to the supervisory authority](#)

If you believe that we are handling your personal information incorrectly, you can contact us in the manner set out below. You also have the right to file a complaint with the supervisory authority.

[How to contact us](#)

If you have questions regarding our handling of your personal information or if you wish to exercise any of your rights related to the handling of your personal information, please contact our Data Protection Officer: sars@eurocarparts.com