

General

Veloce Spares Ltd. (“VSL”) does not use any stored personal data for marketing or similar purposes and has no intention of sharing such data with third-parties for any purposes unless legally required to do so. Your data is only used for the administration of your orders.

Your Registration data

VSL stores your Registration data only as a printed form. The printed form is then only used to process an order from you. When orders are not being processed the form is stored in a safe along with all other such forms. Forms are not stored in a sequence such as alphabetical that could be readily searched by hand. When VSL staff are not present the room containing the safe is locked. If your registration or update form was received by e-mail then after the form has been printed and your registration or update has been successfully completed your e-mail is deleted.

Your Membership data

VSL holds an electronic file with a subset of the Velocette Owners Club’s membership file. The data subset includes name and associated membership number only. The file is used to confirm that an order is from a current VOC member. It is only stored on computers that are not connected to the internet and that are only accessible to VSL staff.

Your Order data

Order forms received by either post or e-mail or by hand are retained, but after the order has been successfully processed all charge card data is detached and shredded. Your printed order form is then filed with a printed copy of your bill for accounting and product recall purposes and the file is held in VSL’s secured premises.

Orders are processed and bills prepared only on the same computers that hold the membership data subset and that are not connected to the internet. On these computers a copy of each bill produced is held electronically along with related accounting files and journals and back-up files. No charge card, e-mail address, or phone number information is stored.

Archived, back-up, and problem resolution data.

Copies of VSL’s vital electronic data files are stored off-site. These copies are transferred on physical storage media, not through the internet. VSL does not store data in “the cloud”. As an exception to the above and where a file requires problem resolution by an approved IT specialist it may be sent through the internet.