

## PRIVACY POLICY AND DATA TREATMENT METRO TRANSMISSION & AUTO REPAIR

### 1. Data Controller

**Metro Transmission & Auto Repair**, hereinafter -METRO TRANSMISSION-, a company dedicated to the repair, maintenance, and sale of used cars, informs its privacy policy through which its users can learn about the use and treatment the company gives to the personal data it collects through this website and the various contact channels registered on it.

For any communication related to this privacy policy, METRO TRANSMISSION, as the controller of personal data, invites its users to contact the company through the following channels:

- **Location:** 929 Blairs Ferry Rd, Marion, IA 52302
- **Email:** [seleneyoung.metrotransmission@gmail.com](mailto:seleneyoung.metrotransmission@gmail.com)
- **Cellphone:** +1 (319) 377-7769

### 2. Purpose for which METRO TRANSMISSION collects personal data and includes them in its databases:

- To establish direct communication that facilitates the socialization and/or commercialization of services related to this website.
- To agree on the development of consultative sales processes, through which the company evaluates the needs and/or requirements of its potential clients.
- For the provision of the company's services.
- To send advertising campaigns through emails, text messages, and calls to cell phones and landlines, related to the services that are part of the commercial activities developed by METRO TRANSMISSION and that can be consulted at [www.metro-transmission.com](http://www.metro-transmission.com)
- To send printed material and/or merchandising material to your physical location, for advertising or loyalty purposes for its clients or potential clients.
- To share information with business partners for the offering of their goods or services; for the development of studies; or to outsource the company's commercial management.
- To carry out personnel selection and hiring processes.
- To carry out collection management, if necessary.
- To develop follow-up actions and improvement of quality of service, satisfaction surveys, and update of information data.

### **3. Data that METRO TRANSMISSION collects through its website**

- Full name
- Physical address
- Landline phone
- Mobile phone
- Email

### **4. Modifications to this privacy policy**

In the event of any modification to this privacy policy, METRO TRANSMISSION will contact its users to inform them about the changes that have taken place.

These changes may arise for the following reasons:

- Modification of the purposes for which the company collects personal data.
- Additions of business partners with whom we share the company's databases.
- Change in the information of the controller of personal data.

These modifications will be timely informed to users through the email address provided at the time of sharing their data with the company, through the website. In case you do not want METRO TRANSMISSION to contact you for these purposes, you should periodically review the privacy policy published at [www.metro-transmission.com](http://www.metro-transmission.com)

### **5. Cookies**

For METRO TRANSMISSION, it is important that users of its website know that when they enter it, the server adds a text file to the hard drive of their computer to identify if they have visited the company's website before. These cookies are totally secure and do not represent a risk to the user or the computer equipment used for their navigation.

Cookies are used by the company to: 1) prepare statistics on the use of the company's website and improve the user experience, 2) to identify the equipment from which they visit the website, and 3) for the purposes specified in this privacy policy.

It is important to clarify that the user is completely free to accept, configure or reject cookies when accessing the company's website, although some features of the site may not perform properly.

## 6. Procedure for inquiries related to your personal data

Each user who visits the METRO TRANSMISSION website and voluntarily authorizes the processing of their personal data will subsequently be able to consult the personal information that is stored in our databases, with prior verification of their identity by the company.

Your inquiry will be addressed within a period of no more than ten (10) business days, counted from the date on which the company receives the inquiry. In the event that it cannot be addressed within said period due to its complexity, you will be notified of the reasons for the delay, specifying the date on which a response will be provided, which will not exceed the following five (5) business days, counted from the date on which you receive the first notification.

If you, as the owner or in an authorized capacity, consider that the information contained in our database should be corrected, updated, or deleted, you may contact the company through the email [seleneyoung.metrotransmission@gmail.com](mailto:seleneyoung.metrotransmission@gmail.com) or any of the other contact channels specified in the privacy policy, and provide the following information:

- Full name
- Identification
- Description of the facts that give rise to your claim
- Physical address
- Attach documents to support your claim, if necessary.

### **Team**

Metro Transmission & Auto Repair