

ASSOCIATES GDPR PRIVACY NOTICE

Andy Lee Transport Ltd

Bury Court Farm

Redmarley

Gloucestershire

GL19 3LB

GDPR Statement

Issue Date: **12th May 2018**

Any Lee Transport Ltd aims to comply with the GDPR regulations as a data processor and controller where applicable. Working alongside its employees, customers and suppliers it will comply when the GDPR legislation takes effect on 25th May 2018.

Collecting your Personal Information

We will obtain personal data about you, including but not limited to your contact details (name, address, telephone number, email) whenever:

- you complete an online form on our web page
- you make a telephone / email enquiry
- we require financial data to conduct our business

Where applicable, we will issue you with a Data Processing Consent Form stating our requirements and intended use for the data concerned. In these cases, we will not process any data unless we specifically receive signed authorisation from you, with the level of consent for each request clearly stated.

Use of your Personal Information

We use your personal information for the following purposes:

- to facilitate the provision of products and services you have requested
- to help us identify you and any accounts you hold with us
- undertaking credit checks
- administration & managing accounts
- contractual obligations
- HR analytics
- fraud prevention and detection
- statements & invoicing
- improving our services to you

Disclosure of your Personal Information

Andy Lee Transport Ltd does not and will not sell or trade your personal information. We only forward your personal data to third parties (i) in cases specified in these conditions, (ii) in accordance with the agreement concluded with you, and (iii) in the cases specified below:

- to third parties that process your personal data on our behalf
- to third parties that supply products or services to you on our behalf within the context of your use of agreement with us
- to third parties that perform credit checks
- to public authorities, courts, police authorities and judicial services that request the data from us or when we are required to do so by law
- to any third party to which we assign our rights and obligations

Access to your Personal Information

You have the right to request access to any personal data we may hold about you and, to ascertain the accuracy of that information. To apply for a 'Subject Access Request', an individual must:

- make the request in writing to: The Directors, Andy Lee Transport Ltd, Bury Court Farm, Redmarley, Gloucestershire, GL19 3LB
- supply a company letterhead and possibly further information to prove who they are to eliminate the risk of unauthorised disclosure
- supply appropriate information to help us locate the required information

We allow you to challenge the data that we hold about you and, where appropriate, you may have the data erased or modified. Where a company contract supersedes an individual's request for data amendment, please consult your employer first.

We may reject requests that are unreasonably repetitive, require disproportionate technical effort (for example, developing a new system or fundamentally changing an existing practice), risk the privacy of others, or would be extremely impractical (for instance, requests concerning information residing on backup systems).

Security of your Personal Information

Andy Lee Transport Ltd strictly protects the security of your personal information at all times and limits access to its use. We carefully protect your data from loss, misuse, unauthorised access or disclosure, alteration, or destruction. Your personal information is never shared outside the company without your permission, except under conditions explained above. Inside the company, data is stored on secure servers that are housed in controlled environments to protect against loss, misuse or alteration of your information.

Andy Lee Transport Ltd will only store your personal data for as long as is necessary for fulfilling the purpose for which the data was collected and for meeting legal and regulatory requirements.

Data Retention

Andy Lee Transport Ltd will keep data on file for a period of 7 years unless otherwise stipulated, in order to comply with HMRC and Data Protection Act requirements. Data subjects must request by letter what data they would like to access to, which will be processed within 4 weeks of the requested date. Acknowledgement of the request will be sent either by email or letter within 1 week of receiving it. If data has been deleted, erased or otherwise irretrievable the subject will also be informed of this.

Data Deletion

Andy Lee Transport Ltd aims to keep data on file for a period of 7 years unless otherwise stipulated as above. Data would be hard erased after this time in compliance with the 'right to be forgotten' and erased from records upon request. Data subjects must request by letter what data they would like erased, which will be processed within 4 weeks of the requested date. Acknowledgement of the request will be sent either by email or letter within 1 week of receiving it.

Andy Lee Transport Ltd aims to deliver excellent service. We want to gain the trust of our employees and customers by treating their data with integrity and respect. We will continue: to improve and change operations where necessary to comply with new legislation; to review and update our legal policies; and to operate within a safe, secure environment with regard to data control and processing.