

GENERAL DATA PROTECTION REGULATIONS (GDPR)

This privacy notice provides you with details of how we collect and process your personal data in accordance with the legal changes coming into effect concerning data protection and privacy.

WHAT DATA DO WE COLLECT ABOUT YOU, FOR WHAT PURPOSE AND ON WHAT GROUNDS WE PROCESS IT

Personal data means any information capable of identifying an individual. It does not include anonymized data. We may process the following categories of personal data about you:

- **Communication Data** that includes any communication that you send to us whether that be through the contact/enquiry form on our website, email, text, social media messaging, social media posting or any other communication. We process this data for the purposes of communicating with you and for record keeping. Our lawful ground for this processing is our legitimate interests, which in this case are to reply to communications sent to us and to keep records.
- **Customer Data** that includes data relating to any purchases of goods and/or services from us such as your name, title, billing address, delivery address, email address, phone number, contact details and purchase details. We process this data to supply the goods and/or services you have purchased and to keep records of such transactions. Our lawful ground for this processing is the performance of a contract between you and us and/or taking steps at your request to enter into such a contract.
- **Supplier Data** is retained on file for any future procurement needs such as your name, title, address, email address, phone number, contact details and bank details where appropriate. We retain your details on our supplier list so that we can contact you directly if we believe you could assist us with any future needs for goods and/or services. Our lawful ground for this processing is the performance of a contract between you and us and for payment of such goods and/or services supplied.

We only keep the minimum amount of data required, with only a limited amount of people having access to such data. We will only use your personal data for the purpose it was collected for or a reasonably compatible purpose if necessary. In case we need to use your details for an unrelated new purpose we will let you know and explain the legal grounds for processing. We do not carry out automated decision making or any type of automated profiling.

Sensitive Data

We do not collect any sensitive data about you nor do we collect any information about criminal convictions and offences.

DISCLOSURES OF YOUR PERSONAL DATA

We may have to share your personal data with the parties set out below:

- Service providers who provide IT software support and system administration services.
- Delivery / courier services.
- Professional advisers including auditors, insurers, bankers, accountants, lawyers.
- Government bodies that require us to report processing activities.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions. We do not transfer your personal data outside the European Economic Area (EEA).

DATA SECURITY

We have put in place security measures to prevent your personal data from being accidentally lost, used, altered, disclosed, or accessed without authorization. We also allow access to your personal data only to those employees and partners who have a business need to know such data.

They will only process your personal data on our instructions and they must keep it confidential. We have procedures in place to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach if we are legally required to.

DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

YOUR LEGAL RIGHTS

Under data protection laws you have rights in relation to your personal data that include the right to request access, correction, erasure, restriction, transfer, to object to processing, to portability of data and (where the lawful ground of processing is consent) to withdraw consent. If you wish to exercise any of the rights set out above, please email Barry Dean, info@loadmovingsystems.co.uk. We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

If you have any further queries about how we process and retain your personal information, please contact Barry Dean by email, info@loadmovingsystems.co.uk