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Glen Transport Limited Privacy Notice (May 2018)

As a valued customer of Glen Transport Limited we are committed to maintaining the highest standards when it comes to your privacy

In case you are not already aware, on the 25th May 2018, the EU's General Data Protection Regulations (known as the GDPR) comes into play and will affect all businesses with offices, employees, customers and/or suppliers in the EU.

In the light of these changes we are making some updates to our Terms and Conditions. These changes relate to personal data processed by Glen Transport Limited when we are providing a service to you as an individual or a business.

Personal Information:

- 1) We will only use your personal data that we hold on file to be able to administer your account with us. By personal data this means any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. We will hold your information securely and never sell or pass this information on to a third party. At the termination of your period of contract with us your information will be deleted from our system.
- 2) In order to carry out our Contracts with customers it will be necessary to provide our operatives with certain necessary information. The information provided to our operatives will be limited to what is necessary to carry out the Contract. If we are required to use a 3rd party in order to carry out a Contract then we will ensure they have the correct processes in place to ensure that they are also compliant.
- 3) As a Company we do not ask for or hold any information regarding customers banking details. If a Card payment is made by a customer then we are required to delete any Credit Card details as soon as they are no longer required.
- 4) If at any point you believe the information we hold on you or business is incorrect you may request to see this information and have it corrected or deleted. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you may complain to the Information Commissioner's Office.

Please keep this Privacy Notice for future reference.

David M Taylor
Director