

**Privacy Notice**

**1.   PURPOSE OF THIS NOTICE**

This notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK (‘Data Protection Legislation’).

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

**2.   ABOUT US**

* Maritime Cargo Services is a professional freight forwarding company tailored towards the logistics needs of the wholesale and retail industries

**3.   HOW WE MAY COLLECT YOUR PERSONAL DATA**

We obtain personal data about you, for example, when:

* The only data is business related, so it would only be company name, telephone number, persons names and their business e-mail address.

**4.   THE KIND OF INFORMATION WE HOLD ABOUT YOU**

The information we hold about you may include the following:

* The only data is business, so this would be your name, job title, business e-mail address and maybe a direct dial number or mobile phone that would have been given to us by you or a person at your place of business.
* details of the contact we have had with you in relation to the provision, or the proposed provision, of the services we are providing.
* details of any services you or your company may have requested.
* our correspondence and communications with you.
* information about you requesting us to not make contact again.
* information from research, surveys, and marketing activities.
* Information we receive from other sources, such as publicly available information, information provided by your employer or our clients or information from our member network firms.

**5.   HOW WE USE PERSONAL DATA WE HOLD ABOUT YOU**

* We may process your personal data for purposes necessary for the performance of our services and to comply with our legal obligations.
* We may process your personal data for the purposes of our own legitimate interests provided that those interests do not override any of your own interests, rights and freedoms which require the protection of personal data. This includes processing for marketing, business development, statistical and management purposes.
* We may process your personal data for certain additional purposes with your consent, and in these limited circumstances where your consent is required for the processing of your personal data then you have the right to withdraw your consent to processing for such specific purposes.
* Please note that we may process your personal data for more than one lawful basis depending on the specific purpose for which we are using your data.

**6.   DATA SHARING**

* As a rule we do not share data with third parties.

Why we might share your personal data with third parties?

* We will share your personal data with third parties where we are required by law, where it is necessary to administer the relationship between us or where we have another legitimate interest in doing so.

What about other third parties?

* We may share your personal data with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal data with a regulator or to otherwise comply with the law.

**7.   DATA SECURITY**

* We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.
* We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**8.   RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

Your duty to inform us of changes

* It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

Your rights in connection with personal data

Under certain circumstances, by law you have the right to:

* Request access to your personal data. This enables you to receive details of the personal data we hold about you and to check that we are processing it lawfully.
* Request correction of the personal data that we hold about you.
* Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
* Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this basis. You also have the right to object where we are processing your personal information for direct marketing purposes.
* Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
* Request the transfer of your personal data to you or another data controller if the processing is based on consent, carried out by automated means and this is technically feasible.

**9.   RIGHT TO WITHDRAW CONSENT**

* In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose (for example, in relation to direct marketing that you have indicated you would like to receive from us), you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email our data protection point of contact at chris.reeve@gascoynes.co.uk.
* Once we have received notification that you have withdrawn your consent, we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

**10.   CHANGES TO THIS NOTICE**

* Any changes we may make to our privacy notice in the future will be here.
* This privacy notice was last updated on 23rd May 2018.

**11.   CONTACT US**

* If you have any questions regarding this notice or if you would like to speak to us about the manner in which we process your personal data, please contact our Data Protection Point of Contact – Rob Shelley by email at ras@maritimecargo.com 01449 616100.