

Time Logistics - Privacy Notice

Who We Are

Time Logistics Limited (*'we' or 'us' or 'our'*) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Time Logistics Limited's registered office is at Langley Brook Business Park, Middleton, Tamworth, B78 2BP and we are a company registered in England and Wales under company number 08969626. We are registered on the Information Commissioner's Office Register; registration number ZA329959 and act as the data controller when processing your data. Our designated Data Appointed Person is The Compliance Executive, who can be contacted at Info@timelogistics.co.uk and 01675620740.

Information That We Collect

Time Logistics Limited processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from is: -

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Your photograph
- CCTV footage
- Home Telephone Number
- Mobile Telephone Number
- National Insurance Number
- Passport Number
- Driver's License Number
- Special Category Data (*i.e. health/medical information, details about religion, sexuality etc*)

We collect information in the below ways: -

- Employment CV's & Application Forms
- Job Boards & Online sources
- Website Enquiries
- Phone & Email Enquiries
- In Person

How We Use Your Personal Data (legal basis for processing)

Time Logistics Limited takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with details of our services, you are free to withdraw this consent at any time.

The purposes and reasons for processing your personal data are detailed below: –

- We collect your personal data in the performance of a contract and to provide you with our products and document updates
- We use your personal information to answer your queries and provide industry specific advice
- We collect and store your personal data as part of our legal obligation for business accounting and tax purposes

We may also contact you for feedback on your use of our products, services or our website and may need to use your information to send important notices, such as updated document content where there have been regulation/law revisions or changes to our terms, conditions and policies.

Your Rights

You have the right to access any personal information that Time Logistics Limited's processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Time Logistics

Limited uses third-parties to provide services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Safeguarding Measures

Time Logistics Limited takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, *including*: -

SSL, encryptions, restricted access, IT authentication, firewalls, anti-virus/malware.

Transfers Outside the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. Where we transfer personal information for the above reasons, we utilise safeguarding measures and mechanisms to ensure that your personal data is always safe and secure.

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to Time Logistics Limited, however, as this information is required for us to provide you with our services, deliver your products, and for legitimate interests, we will not be able to offer some/all our services without it.

How Long We Keep Your Data

Time Logistics Limited only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Special Categories Data

Owing to the products and services that we offer, Time Logistics Limited sometimes needs to process sensitive personal information (*known as special category data*) about you, Where we collect such information, we will only request and process the minimum necessary for the specified purpose and identify a compliant legal basis for doing so.

Where we rely on your consent for processing special category data, we will obtain your explicit consent You can modify or withdraw consent at any time, which we will act on immediately, unless there is a legitimate or legal reason for not doing so.

Lodging A Complaint

Time Logistics Limited only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the

supervisory authority. We would like an opportunity to try and solve the issue in the first instance, so please contact the Compliance Executive on info@timelogistics.co.uk or 01675 620740. If you feel your complaint has not been dealt with then please contact the Supervisory Authority at:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
0303 123 1113

Cookie Notice

A '**cookie**' is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing. When you visit a site that uses cookies for the first time, a cookie is downloaded onto your computer/mobile device so that the next time you visit that site, your device will remember useful information such as items added in the shopping cart, visited pages or logging in options.

Cookies are widely used in order to make websites work, or to work more efficiently, and our site relies on cookies to optimise user experience and for features and services to function properly.

Most web browsers allow some control to restrict or block cookies through the browser settings, however if you disable cookies you may find this affects your ability to use certain parts of our website or services. For more information about cookies visit <https://www.aboutcookies.org>.