

## **EPL Ltd trading as EP Logistics ('the company' or 'EPL') Privacy Policy for Suppliers, Customers and Clients ('the data subject')**

EPL is a data processor and conducts its duties in line with the General Data Protection Regulation (2018) and all UK data protection laws (such as the Data Protection Act). Part of our commitment as part of this is to provide transparency on our essential processing of your data.

### **Topics covered in this notice are:**

- What data do we collect?
- How do we collect your data?
- How do we use your data?
- How will we store your data?
- Where do we share your data?
- What are your data protection rights?
- Changes to our privacy policy
- Cookies/Website
- How to contact us
- How to contact the appropriate authority

### **What data do we collect?**

EPL collect the following data on individuals and companies in order to carry out our tasks defined in the contract between EPL and you, the supplier, customer or client:

- Name(s)
- Address(s)
- Telephone Number(s)
- Email Address(es)
- Financial details including bank details(s)
- Signatures
- Details of consignments

### **How do we collect your data?**

You directly provide EPL with your data – we use no third-party sources. We collect and process your data when you:

- Make communication with us (by paper/post, telephone, email, instant messaging services)
- Communicate with us in person.

### **How do we use your data?**

We use your data for you to or for us to fulfill your/our contractual obligations with EPL. We also will use your data in order to set up a contract between yourselves and EPL in order for us to carry out contractual obligations.

### **How will be store your data?**

EPL uses a mixture of both physical and digital security methods (such as secured premises and data encryption) to store your data locally and with approved cloud suppliers.

We will keep your data for as many years and current legislation allows and deems necessary and as long as the contact act between you and EPL stipulates. EPL does not store data unnecessarily.

EPL uses Microsoft Office365 as it's approved cloud data storage and processing provider.

### **Where do we share your data?**

EPL will only share your data where it is absolutely necessary to in order to carry out any contractual obligations. We will only share the minimum amount of data that is required to carry out those duties and all data shared is processed in line with EPL procedures.

We may share the following information:

- Name(s)
- Address(s)
- Telephone Number(s)
- Email Address(es)
- Financial details including bank details(s)
- Signatures
- Details of consignments

With approved suppliers such as:

- Logistics companies (such as DHL or UPS)
- Contracted warehouse workers, drivers or driver's mates

### **What are your data protection rights?**

Under the Data Protection legislation, data subjects have the following rights with regards to their personal information:

- the right to be informed about the collection and the use of their personal data
- the right to access personal data and supplementary information
- the right to have inaccurate personal data rectified, or completed if it is incomplete
- the right to erasure (to be forgotten) in certain circumstances
- the right to restrict processing in certain circumstances
- the right to data portability, which allows the data subject to obtain and reuse their personal data for their own purposes across different services
- the right to object to processing in certain circumstances
- rights in relation to automated decision making and profiling
- the right to withdraw consent at any time (where relevant)
- the right to complain to the Information Commissioner

If you make request to EPL regarding your data, we have one month (30 days) to respond to you. See the How to Contact Us section for contact details.

### **Cookies/Website**

Please refer to our Website Privacy Policy for further details

### **Changes to our Privacy Policy**

EPL keeps its' privacy policy under regular review and places any updates our website. This policy was last updated in July 2019.

### **How to Contact Us**

If you have any questions regarding the processing of your data, please contact us by email to [enquiries@eplogistics.co.uk](mailto:enquiries@eplogistics.co.uk).

How to contact the appropriate authority

Should you wish to report a complaint or you feel EPL has not address your concern in a satisfactory manner, you may contact the Information Commissioner's Office via telephone: 0303 123 1113