



Brunel Way, Durranhill Industrial Estate,
Carlisle, Cumbria CA1 3NQ
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Company Reg No: 6184911

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GDPR Compliance Statement

This policy is effective from 1st April 2018

Data processing is necessary for the contract between a customer or supplier of Bimson Haulage Limited. The following statement provides documentation and justification of the information we collect from customers and suppliers and our compliance with the General Data Protection Regulation 2018.

Under Article 24 of the GDPR, the Regulation states that “[w]here proportionate in relation to processing activities, [...] measures [...] shall include the **implementation of appropriate data protection policies** by the controller.”

What We Collect

We have internal processes in place which include documents that are sent out to our customers and suppliers to complete themselves. This enables us to make sure that we are only collecting the minimal amount of data required, and only data that our customers and suppliers are willing to exchange with us.

Some of which includes, but is not limited to:

- Name and company name
- Signature of customer or supplier
- Contact information including email addresses
- Company bank details
- Company VAT and registration number

What We Do With The Information We Gather

We require this information to understand the needs of our employees, customer and suppliers and provide them with a service. This includes, but is not limited to:

- Internal record keeping
- Providing quotations
- Providing job specifications
- Making payments to suppliers
- Contacting customers and suppliers regarding load details
- Producing email distribution lists

Customer and supplier data is processed in accordance with the GDPR article 6(1)(b) which gives a lawful basis for processing where:

“processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”

We are processing data so that we can perform the contract or carry out a pre-contractual request from the individual. This could not be reasonably done without this processing.

Security

We are committed to ensuring that customer and supplier information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. This includes, but is not limited to:

- Password protecting desktops, laptops, mobile phones and email accounts
- Protecting HR and employee records stored electronically using passwords and data protection
- Allowing specific user access to documents which contain sensitive information

- Employing a designated ICT team who have authorised access to our software and hardware, including our servers
- Having designated, secure and locked cupboards for documents which include customer and supplier data
- Training employees to be vigilant, careful and only accessing data that they need to
- Employing a Data Controller who is contactable regarding data protection violations, concerns and breaches, and will report such issues to the relevant bodies

Controlling Personal Information

We will not sell, distribute or lease customer or supplier personal information to third parties unless we have permission or are required by law to do so.

Customers and suppliers may request details of personal information which we hold about them under the General Data Protection Regulation 2018. Requests are to be sent to privacy@bimson.co.uk or The Data Controller, Bimson Haulage Limited, Unit 4 Brunel Way, Durranhill Industrial Estate, Carlisle, Cumbria, CA1 3NQ. If any information is incorrect or incomplete, customers and suppliers can write to or email us at the above address. We will promptly correct any information found to be incorrect. The above steps can also be followed if a customer or supplier wishes for their data to be removed from our databases.

Bimson Haulage Limited complies with the General Data Protection Regulation (2018) our ICO Registration Number is A8286250. The company's Data Controller is John Bimson.