

Logistics Partners Consultancy Ltd Privacy Policy

Confidentiality

The contents of this document must not be copied or distributed without the written permission of Logistics Partners Consultancy Limited.

Version history

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1. Introduction

Logistics Partners Consultancy Limited (Logistics Partners) Employees and Associates do all they can reasonably do to protect any personal data we hold. This privacy policy details the data we hold, what we do with it and how you can get it updated or removed. This policy relates to all data held by Logistics Partners, not just the website. We are committed to being totally transparent on what data we hold and where it is held.

2. Who we are

- 2.1. Logistics Partners Consultancy is Registered in England and Wales - Company Number 11887221. Our registered address is 181 Wisbech Road, Littleport, ELY, CB6 1RA.
- 2.2. Logistics Partners also engages with Associates to fulfil some assignments. These Associates are limited companies or sole traders and undertake to follow this policy for all their work with Logistics Partners.
- 2.3. Under the Data Protection (Charges and Information) Regulations 2018 Logistics Partners are on the Data Protection Register, registration number ZA523725.
- 2.4. Lynn Parnell is the nominated Director responsible for data protection.
- 2.5. Logistics Partners do not sell any data to 3rd parties.

3. Integrity, confidentiality and accuracy?

- 3.1. All stored personal data is password protected; with two factor authentication where available.
- 3.2. Access to personal data is limited to people that require the data to be able to perform a service or legal requirement.
- 3.3. Logistics Partners regularly check that stored personal data is accurate and needed.
- 3.4. You can email gdpr@logisticspartners.co.uk to request details of your personal data being stored.
- 3.5. You can request for personal data to be amended or deleted if there is no legal requirement to store it.
- 3.6. Logistics Partners sometimes use cloud-based tools to send newsletters to contacts we feel will have a legitimate interest in the content. All newsletters include an option to unsubscribe and have your details removed.

4. What data we hold

- 4.1. Names, job titles, company names, work telephone numbers and work email addresses for anyone we engage with during assignments, this can also include minutes showing meeting attendance.
- 4.2. Financial data for suppliers and customer to enable us to invoice and receive payments.
- 4.3. Names, job titles, company names and work email addresses collected during business networking or when you contact Logistics Partners.
- 4.4. Names and email addresses, to be able to send updates on Logistics Partners services and industry trends; these are held separately on a cloud-based tool and users can opt out of this communication at any time.

5. Legal basis for holding data

We have reviewed all personal data that we hold. Below is the legal basis under which we hold data.

- 5.1. We have a contractual need to hold Customers personal data, and operational data where appropriate.
- 5.2. For prospective Customers we hold personal data, and operational data as we have a legitimate interest to engage with you and provide you with a proposal if requested.
- 5.3. For Customers we also have a legal obligation to collect and retain data, this is governed by HMRC.
- 5.4. We hold all data shared with us during business networking, and provided by anyone contacting us, under the legitimate interest of keeping you up to date with what is happening both at Logistics Partners and the Logistics Profession in general.

6. Length of time we hold data

- 6.1. We hold financial data for at least the length of time legally required in the UK.
- 6.2. We hold business data for as long as we believe it is in the interest of our Customers.
- 6.3. Customers can request their data, that is not required for legal reasons, to be removed at any time by emailing gdpr@logisticspartners.co.uk

7. Where we hold data

Data is stored in various places, depending on the type, as detailed below.

- 7.1. Logistics Partners and their Associates email data is held in an MS exchange mailbox or other hosted email server.
- 7.2. Customer and assignment documentation is stored on Dropbox or iCloud.
- 7.3. Financial data is held on Xero or on Dropbox.
- 7.4. Newsletter contact details are held in Mail Chimp.
- 7.5. Anonymous and aggregated website user data is held in Google Analytics.

8. Website and Cookies

- 8.1. The www.logisticspartners.co.uk and www.logisticspartners.uk websites do not collect any identifiable personal data when you browse.
- 8.2. The only identifiable personal data collected is via Mail Chimp, and only if you click on the "sign up here" links for the email newsletter.
- 8.3. Cookies are small text files and are used by most major websites.
- 8.4. The only Cookies used on our website are those provided by Google Analytics and are used to improve your experience on our website.
- 8.5. The Google Analytics reports help us see how many people access this site and for how long.
- 8.6. All data collected is anonymous.
- 8.7. Google Analytics on our websites does not identify individual users or associate your IP address with any other data held by Google.

9. Contact

- 9.1. If you have any questions on our privacy policy, please email gdpr@logisticspartners.co.uk or contact Lynn Parnell direct using the contact details on the next page.

Company information

- Logistics Partners Consultancy Limited
- Registered in England and Wales - Company Number 11887221
- Registered Address: 181 Wisbech Road, Littleport, ELY, CB6 1RA

Author contact information

If you have any questions regarding this policy, please contact:

- Lynn Parnell – Director
- Tel: 07771 623929
- Email: lynn@logisticspartners.co.uk