
PRIVACY POLICY



Maritime Transport LTD.

1. INTRODUCTION

Maritime Transport Ltd is committed to protecting the privacy and security of your personal data.

This notice explains:

- Who we are
- What type of personal data is collected from you
- How we use your data
- How long we hold your data
- The situations where we may share your personal data
- Your data rights
- Keeping your data safe

Throughout this document, we refer to Data Protection Legislation which means the Data Protection Act 2018 which incorporates the General Data Protection Regulation (GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any legislation implemented in connection with the General Data Protection Regulation which is the governing legislation that regulates data protection across the EEA. This includes any replacement legislation coming into effect from time to time.

2. WHO WE ARE

Maritime Transport is the UK's leading provider of integrated road and rail freight logistics, providing complete supply chain coverage, through a range of services including container transport and storage, domestic distribution, warehousing, freight management, and truck sales.

Maritime Transport's registration with the Information Commissioners Office as a Data Controller is number Z9206245.

Maritime Transport promise that your personal data shall be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes ('purpose limitation')
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')
- Accurate and, where necessary, kept up to date; every reasonable step will be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy')
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ('storage limitation')
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality')

3. WHAT IS PERSONAL DATA

The term "Personal Data" means any information relating to you that identifies you, or through which you can be identified, directly or indirectly. In particular, by reference to an identifier such as a name, an identification number, location data, or an online identifier to one or more factors specific to your physical, physiological, genetic, mental, economic, cultural or social identity.

This policy applies to data we collect about:

- Our customers
- Visitors to our website or social media
- Prospective customers
- Professional contacts and suppliers of services
- Potential employees
- Event attendees

4. THE DATA WE COLLECT FROM YOU

We only collect information that we know we will genuinely use and in accordance with the Data Protection Legislation. The type of information that we will collect includes:

- Your name
- Address
- Telephone number(s)
- Email address
- Details provided on a job application form
- Your image may be recorded on CCTV if visiting one of our premises - please refer to our CCTV Policy

This list is not exhaustive, and we may, in further dealings with you, extend this information to include your services used, records of conversations, agreements, and payment transactions.

We do not collect sensitive information except where we are legally required to as part of the recruitment process.

You are under no statutory or contractual requirement or obligation to provide us with your personal data; however we require at least the data above in order for us to deal with you in an efficient and effective manner.

Maritime uses cookies on our website for a range of ways to improve your experience on the website. Please familiarise yourself with the Cookie Policy on the website.

5. HOW WE USE YOUR DATA

Maritime Transport uses your personal data:

- To provide contracted services
- To contact you following your enquiry and reply to any questions, suggestions, issues or complaints you have contacted us about
- Process any application for employment
- Keep you updated as to events or information you may find of interest
- Where necessary, to verify your identity
- Where we have a legal right or duty to disclose your information

6. SECURITY

Data security is of great importance to Maritime Transport.

We employ appropriate technical and organisational security measures to protect your data, including from accidental loss, unauthorised use or disclosure.

These security measures include:

- Limiting access to your data to those who have a genuine business need to access it, who do so in an authorised manner and subject to a duty of confidentiality
- Limiting access to our buildings to those that we believe are entitled to be there (by use of passes, key card access and other related technologies)
- We use appropriate procedures and technical security measures (including strict encryption, anonymisation and archiving techniques) to safeguard your data across all of our computer systems, networks, websites, mobile apps, and offices
- Ensuring adequate data and disaster recovery processes
- Monitoring the effectiveness of our security measures

We have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

7. HOW LONG WE KEEP YOUR DATA FOR

We retain a record of your personal data in order to provide you with a high-quality and consistent service. We will always retain your personal data in accordance with the Data Protection Legislation, and never retain your data for longer than is necessary. Our retention procedures take into account the extent to which retention of your data is required to best provide you with and develop our services, manage your relationship with us, meet our statutory, contractual, legal, accounting and audit obligations. Should you require clarification in relation to your particular data, please contact the Data Protection Officer.

8. WHO WE MIGHT SHARE YOUR INFORMATION WITH

We may share your personal data with other organisations in the following circumstances:

- If the law or a public authority says we must share personal data
- If we need to share personal data in order to establish, exercise or defend our legal rights (this includes providing personal data to others for the purposes of preventing fraud and reducing credit risk)
- The data is provided to our agents, vendors or service providers who perform functions on our behalf necessary for business needs
- From time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the website. However, all the data we share will be collected and anonymised, so neither you or your devices can be identified from it

Maritime Transport Ltd do not share, sell, transfer or disseminate your personal data to third parties and will not do so in the future, unless required by law.

9. YOUR RIGHTS OVER YOUR DATA

You have the following rights in relation to your data:

- (a) request access to your data regarding our use and processing of your data
- (b) to request the correction or deletion of your data
- (c) to request that we restrict our use of your data
- (d) to have your data transferred to another data controller
- (e) if we rely on your consent to process your data, to withdraw such consent
- (f) to object to the processing of your data for certain purposes

If you would like to exercise this right, please contact us as set out in 11. below.

10. GIVING YOUR REVIEWS AND SHARING YOUR THOUGHTS

When using our websites or mobile applications, you may be able to share data through social networks such as Facebook and 'X', for example, when you 'like', 'share' or review our services. When doing this, your personal data may be visible to the providers of those social networks and/or their other users. Please remember it is your responsibility to set appropriate privacy settings on your social network accounts so you are comfortable with how your data is used and shared on them.

11. HOW TO CONTACT US

If you would like to exercise one of your rights as set out above, or you have a question or a complaint about this policy or the way your personal data is processed, please contact us by one of the following means:

By email: DPO@maritimetransport.com

By post: The Data Protection Officer, Maritime Transport Ltd. Maritime House, Clickett Hill Road, Felixstowe, Suffolk, IP11 4AX

12. CHANGES TO THIS POLICY

We will periodically update this Policy by posting a revised version on our website. We encourage you to periodically review our website and this Policy to be informed of how we use your data.