

Privacy Policy for M & G Logistics Ltd

Personal Data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as: "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

Who we are

M & G Logistics Ltd (M & G) is one of Scotlands leading road haulage and transport delivery company. We work closely with The Pallet Network (TPN) which is comprising of 105 of the best independent transport companies with 121 depot locations across the UK.

By working collaboratively, these regional hauliers can offer a more cost-effective, environmentally sustainable and operationally efficient service to their customers.

When we refer to "we" or "our" or "M & G" we are referring to M & G Logistics Ltd and its third party associates.

How we use your information

We, M & G Logistics Ltd, will collect and use your personal data for the delivery of transport and logistics services to fulfil any contractual agreements between us. This information is used to process your orders, manage your account and to correspond with you in relation to your activities with us.

Why Does M & G Logistics need to collect and store personal data?

In order for us to provide you with our transport/logistic services we need to collect personal data for the purpose of correspondence, delivery of services and billing. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose and does not constitute an invasion of your privacy.

In terms of being contacted for marketing purposes M & G Logistics Ltd would contact you for additional consent.

Will M & G Logistics Ltd share my personal data with anyone else?

As we operate in The Pallet Network and internationally, we may sometimes transfer personal data to other entities both inside and outside of M & G Logistics Ltd.

Any third party providers will be required to only process personal data in accordance with M & G Logistics Ltd instructions and to keep the data protected. We will always process personal data in compliance with applicable legislation and on the basis of expressed consent and/or a contract. If customers provide M & G Logistics Ltd with personal data classified as sensitive, we will always process it as required by law, which usually means having the party's expressed consent.

When they no longer need your data to fulfil this service, they will dispose of the details in line with M & G Logistics Ltd's procedures.

How will M & G Logistics Ltd use the personal data it collects about me?

M & G Logistics Ltd will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. M & G Logistics Ltd is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Under what circumstances will M & G Logistics Ltd contact me?

As a M & G Logistics Ltd customer, we will contact you if any additional information is required to what has been already given. You will always be informed when we process or transfer your personal data and will help you understand your rights and how to exercise them.

How long will M & G Logistics Ltd retain my information?

We will hold your personal information on our systems for as long as is necessary for the relevant activity. We keep all information for each job for a year for insurance purposes. We will then keep all relevant details for invoicing for 7 years for tax income and auditing purposes.

Can I find out the personal data that the organisation holds about me?

M & G Logistics Ltd at your request, can confirm what information we hold about you and how it is processed. If M& G Logistics Ltd does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of M&G Logistics Ltd or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

M & G Logistics Ltd accepts the following forms of ID when information on your personal data is requested:

- . Photo ID (Driving license, passport, union card, identity card)
- . Address ID (Council tax. Utility bill, Bank statement)

Contact details of the data protection Officer:

Write to us:

Data protection officer, M & G Logistics Ltd, 3 South Caldeen Road, Coatbridge, ML5 4EG

Email us:

Heather@mandglogisticsltd.com