



## Website Privacy Policy (ITP001)

### 1.0 Overview

In compliance with EU law, the General Data Protection Regulation (GDPR) defines the collection and process methods of personal data by all EU organisations, effective from the 25<sup>th</sup> of May 2018. As an innovative business, ATL and all associated groups acknowledge the requirement to comply with GDPR under the six 'Data Protection Principles.' It must:

1. Be processed fairly, lawfully and transparently;
2. Be collected and Processed only for specified, explicit and legitimate purposes;
3. Be adequate, relevant and limited to what is necessary for the purposes for which it is processed;
4. Be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay;
5. Not be kept for longer than is necessary for the purposes for which it is Processed; and
6. Be processed securely.

This document details the information ATL collect when accessing the website. As a result of collecting this information, we are legally required to inform yourself about our reasoning for how and why we use this data, and your rights over such data.

### 2.0 ATL details

ATL Warehousing and Distribution  
Hangar House  
Foston Park  
Derby  
DE65 5DJ  
Tel: 03456 00 39 39  
Email: [contact@atl.co.uk](mailto:contact@atl.co.uk)

*Please be advised that ATL do not require the use of a data protection officer, thereby any enquiries about your personal data and the associated uses should be addressed directly to ATL, using the above contact details.*

### 3.0 Using atl.co.uk

In order to produce a functional, dynamic website, ATL use a number of cookies which are distributed between ATL and third parties. This process helps us understand your needs better in order to tailor the experience of our website to suit you. Please be advised that particular cookies that are in place are vital to the up-keep of the website, therefore we do not request for consent for these to be placed on your computer:

<b>Cookie</b>	<b>Description</b>
Wordpress	Monitor website traffic and activity
Google Analytics	Monitor website traffic and activity



### 3.1 Contacting us

When interacting with our website (for instance sending an enquiry), as a standard we will request the following information:

- Name
- Company name
- Contact number
- Email address

We utilise the above data to help respond to your enquires and provide a more structured approach when sharing information about our services, as well as helping follow up enquires submitted.

### 4.0 Your data: Rights and regulations

You have the right, by law, to request any information ATL hold regarding you, as well as the accuracy of the information. You are entitled to request that your data be erased if we process your personal data for reasons of consent or contract fulfilment, as well as requesting ATL to provide you with a copy of said information in a standard, machine-readable format so that you can transfer it to another provider.

In a situation where you believe ATL are processing your data in an unlawful manner, you are entitled to request the termination of your information for a period of time. Furthermore, you can request that decisions affecting you using automated processing or profiling do not come in contact with your personal data.

To request or submit a query regarding your personal data, please use the contact details provided in section 3.1 of this policy.

### 4.1 Complaints procedure

If you have any concerns or complaints regarding the process of how ATL processes your personal data, please contact us to address the matter directly. Alternatively, you can contact the Information Commissioner's Office via their website: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

### 5.0 Updates policy

As the company evolves, we update our privacy policy accordingly. As to maintain its integrity, we regularly review our privacy policy as to ensure its accordance with personal data rights and regulations.

## 6.0 PRIVACY NOTICE

### 6.1 Data Controller:

As part of the ongoing business operations, the business collects and processes personal data relating to customers and suppliers in order to tailor our services to each customer's needs. The business is dedicated to providing excellent service by being as open as possible with customers in how your data is collected and used by aligning our objectives with data protection obligations.



## 6.2 Collection policy

The business collects a variety of information to help provide the best service possible. Such data may include:

- Company information:
  - Name
  - Address
  - Telephone numbers
  - E-mail address
  - Rates
  - Contracts
  - Terms and conditions
  - Proposals
  - Costs
- Business transactions:
  - Invoicing history
  - Bank / finance details
- Company employees information:
  - Name
  - Work address
  - E-mail
  - Telephone numbers

The information can be collected in a range of ways, for example via website enquires (3.0) which will then be stored accordingly in regards to the context of the enquiry, for example in a transport planning system.

## 6.3 Processing policy

It is vital that the business has access to such information before committing to a contract; either customers or supplier. In this instance, the continuity of data processing is paramount in order to secure and maintain such a contract. The business's lawful basis of processing this data is the 'performance of a contract'.

## 6.4 Accessibility policy

Your information is intended to be shared internally to ensure the integrity of contract fulfilment; including departments such as transport, warehouse, sales, customer services and marketing. The business will under no circumstances transfer your data outside the European Economic Area.

## 6.5 Security policy

The business holds the integrity of your data at its utmost priority and considers the security of your data seriously. There are robust measures in place to minimise and prevent data breaches from taking place. Should a Personal Data Breach occur (whether in respect of you or someone else) then we will detail the events and keep evidence of that breach.

## 6.6 Data storing policy

We will hold the appropriate data in accordance with our Retention Policy.



## 6.7 Data rights

Defined below are the rights you have (at request) when sharing your information:

- Receive a copy of your data
- Ask that your data be changed if incorrect or incomplete
- Ask that your data be deleted or stop its use for a period of time
- Enquire or object to the use or processing of your data where the business is relying on its legitimate interests as the legal ground for processing

In the first instance, please email [contact@atl.co.uk](mailto:contact@atl.co.uk) to address any matters regarding the above.

Alternatively, you can contact the Information Commissioner's Office via their website:

[www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

## 6.8 Sharing policy

There is now no statutory or contractual obligation to provide data to ATL and their associated groups. However please be informed that the service expected may not be delivered as a result of not providing such information.

As a commitment, we will endeavour to provide continual improvement on developing this policy to suit both our customers and business operations in accordance to legal requirements. We reserve the right to change this policy at any time. This policy does not override any applicable national data privacy laws and regulations.