

The logo for James Nuttall (Transport) Limited features the company name in white, bold, italicized text on a dark blue rectangular background with orange borders. Above and below the text are three slanted parallel bars in a light blue-grey color.

James Nuttall (Transport) Limited

Royle Barn Road, Castleton, Rochdale, OL11 3DT
TEL: 01706 356255 FAX: 01706 354806 E-mail: enquiries@jamesnuttall.co.uk

Reg. In London No. 1260308 VAT Reg. No 150 9860 56
Reg. Office: Royle Barn Road, Castleton, Rochdale. OL11 3DT
Directors: J. Nuttall, C. J. Nuttall, J. R. H. Nuttall, C. Jane Nuttall

GDPR (General Data Protection Regulation) Privacy Policy

INTRODUCTION

This privacy policy sets out how we use and protect any information that you give to us when you visit our website, become an employee or apply to become an employee. This policy includes agency, contract and other staff, customers, suppliers and marketing contacts.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

In regard to James Nuttall (Transport) Limited website and its associated marketing activities James Nuttall (Transport) Limited manage personal data and are fully compliant with General Data Protection Regulation (GDPR).

Your privacy is of the highest importance to us, and we will never release your personal details to any third party without your express consent.

When you complete an application, certain personal information is collected from you (for example: your name, email address, gender, licence details, family details & other personal data).

All such information is held securely by James Nuttall (Transport)

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Limited which endeavours to comply with all applicable Data Protection and will treat all your personal information as confidential.

We may change this policy from time to time by updating this page and will notify you accordingly.

WHAT WE COLLECT

We may collect the following personal details:

- Name and surname.
- Home Address
- Email Address.
- Telephone Number.
- Gender.
- Date of Birth
- Marital Status and dependants.
- Driving Licence Information.
- Employment Information.
- Tax Status Information.
- Next of Kin.
- National Insurance Number.
- Bank Details.

WHAT WE DO WITH THE INFORMATION WE GATHER

We use the data relating to our business during your employment.

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CONTACT POLICY

We use contact details for contact and correspondence which relates to your employment including Payroll, Licence checking and Insurance reporting.

Your privacy is very important to us which is why we make sure you're always in control of what we do with your personal information.

This is our simple contact promise:

- We will never pass your personal details to any third party, except authorised government bodies. We will only use your details to help personalise communications.

We will make sure our contact with you is relevant based on the information you give us.

Contact details (phone numbers only) are retained by James Nuttall (Transport) Limited Security personnel and operations staff only and not disclosed without prior permission by you. All HR information is password protected and only accessible to HR personnel.

If we do not hear from you, we shall assume that you are happy with our GDPR Policy. Alternatively respond to our Data Protection Officer Kathryn Nuttall at Kathryn@jamesnuttall.co.uk.

SECURITY

We are committed to ensuring that your 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 from you.

International transfers of your personal information

We do not transfer your personal information to International third parties.

Personal Data Security and Confidentiality

We maintain adequate technical and organisational security measures

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to protect your personal information from loss, misuse, and unauthorised access, disclosure, alteration, or destruction.

Access and Correction Rights

You can request access to, and have the opportunity to update and amend your personal information, and you can exercise any other rights you enjoy under applicable data protection laws, including, for example, objection to and blocking of the processing of your personal information, by contacting Kathryn at Kathryn@jamesnuttall.co.uk

For security reasons, we reserve the right to take steps to authenticate your identity before providing access to your personal information.

Retention of data

We will keep your personal information for as long as necessary for the purposes for which it was collected, to provide you with services and to conduct our legitimate business interests or where otherwise required by law.

Other Personal Data.

Data is collected to allow James Nuttall (Transport) Limited to legally provide a service to its customers and lawfully employ individuals within the company. In order to carry out its duty to its customers and provide services required, it maybe necessary to be able to identify you in some manner, to be able to deliver our service to you, specifically. Where we are capturing any Personal Data we will always seek your consent in doing so and endeavour to make you aware that we have processed and handled your Personal Data and fulfilled our obligations in a safe and legal manner.

Changes to the Policy

We reserve the right, at our sole discretion, to modify, add or remove sections of this privacy policy at any time and any changes will be notified to you using the email address you have given us.

Privacy Queries

If you have any questions regarding this policy or wish to update your details, please let Kathryn know.

This policy is effective from 25/05/2018

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