

Data Protection Policy And Privacy Notice

Background

K&k Services Ltd is a company providing Haulage and Warehousing services.

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act [1998 OR 2018] and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation'). It applies to all services and instances where we collect your personal data.

K&K Services and our Data Protection Officer

We are K&K Services Ltd at Axis House, Maidstone Road, Kingston, Milton Keynes, MK10 0AJ. We are a data controller of your personal data. This means that we are responsible for deciding how we hold and use personal data about you. We are required under the Data Protection Legislation to notify you of the information contained in this privacy notice.

We have a dedicated data protection officer ("DPO"). You can contact the DPO using the details below or by writing to the above address, marking it for the attention of the DPO.

Name – Nina Kuzova

Tel No – 01908587193

E-mail address – admin@kandkservices.com

Data Protection Principles

The Company processes Personal Data in accordance with the following data protection principles which require Personal Data to be:

- Processed lawfully, fairly and in a transparent manner;
- Collected only for specified, explicit and legitimate purposes;
- Processed only where it is adequate, relevant and limited to what is necessary for the purposes of processing;
- Accurate and for the Company to take all reasonable steps to ensure that inaccurate Personal Data is rectified or deleted without delay;
- Kept only for the period necessary for the purposes of processing; and
- Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage.

The Company tells individuals the reasons for processing their Personal Data, how it uses such data and the legal basis for processing in its privacy notices. It will not process Personal Data for other reasons.

The Company will update Personal Data promptly if an individual advises that his/her information has changed or is inaccurate.

The Company keeps full and accurate records of its processing activities in respect of Personal Data

- Full name and personal details including contact information (e.g. email address, mobile telephone numbers, next of kin);

- Date of birth and/or age;
- Driving license, digital card , CPC card, insurance, traffic accidents, infringements and prosecutions history
- Medical records
- PAYE history, National insurance number and HMRC notices
- Vat Registration Number
- Bank Details

Why we need to collect personal data

We rely on the following legal basis to use your personal data:

1. Where we have a contractual obligation

By engaging to supply Transport or Warehousing services we will need to hold certain personal data to carry out our work. The terms of the work we will do and information we require you to supply to us will be set out in our engagement email or letter.

2. Where it is in our legitimate interests to do so

- a) To follow guidance and recommended best practice of government and regulatory bodies
- b) To carry out searches at Credit Reference Agencies pre-application, at the application stage, and periodically after that;
- c) To ensure compliance with our obligations;
- d) For direct marketing communications and related profiling to help us to offer you relevant services. We will send marketing to you by email or post
- e) Where we need to share your personal information with people or organisations in order to run our business

3. To comply with our legal obligations

- a) Where we are required to comply with any legal and/or regulatory obligations.

4. With your consent or explicit consent:

- a) To perform and/or test the performance;
- b) For market research and analysis and developing statistics;

How long do we hold data for?

Unless we explain otherwise to you, we'll hold your personal information based on the following criteria:

- For as long as we have reasonable business needs, such as managing our relationship with you and managing our operations;
- For as long as we provide services to you and then for as long as someone could bring a claim against us;
- Retention periods in line with legal and regulatory requirements or guidance;

- We use reasonable efforts to retain personal data collected from you only for so long as we need such data in accordance with the purpose for which it was collected or until we are requested to delete it (if earlier).

When assessing what retention period is appropriate for your personal data, we take into consideration:

- the requirements of our business and the services provided;
- any statutory or legal obligations;
- the purposes for which we originally collected the personal data;
- the lawful grounds on which we based our processing;
- the types of personal data we have collected;
- the amount and categories of your personal data; and
- whether the purpose of the processing could reasonably be fulfilled by other means.

Data security and storage

K&K Services Ltd has appropriate technical and organisational security policies and procedures in place to protect personal data and information from loss, misuse, alteration, or destruction.

Additionally, we aim to ensure that access to your personal data is limited to those who need to access it. Those individuals who have access to the data are required to maintain the confidentiality of such information.

Please be aware that the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data which is transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Monitoring communication

Subject to applicable laws, we may monitor calls, emails, text messages, social media messages and other communications in relation to any dealings with you. The purpose for this monitoring will be for regulatory compliance, self-regulatory practices, crime prevention and detection, to protect the security of our communications systems and procedures, to check for obscene or profane content, for quality control and staff training, and when we need to see a record of what's been said. We may also monitor activities on your account where necessary for these reasons and this is justified by our legitimate interests or legal obligations.

Your rights under data protection laws?

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are engaged or not. The right of data portability is only relevant from May 2018.

- The right to be informed about the processing of your personal information;
- The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed;
- The right to object to processing of your personal information;
- The right to restrict processing of your personal information;

- The right to have your personal information erased (the “right to be forgotten”);
- The right to request access to your personal information and to obtain information about how we process it;
- The right to move, copy or transfer your personal information (“data portability”); and
- Rights in relation to automated decision making which has a legal effect or otherwise significantly affects you.

You have the right to complain to the Information Commissioner’s Office which enforces data protection laws: <https://ico.org.uk/>. You can contact us using the details below.

Your right to object

You have the right to object to certain purposes for processing, in particular to data processed for direct marketing purposes and to data processed for certain reasons based on our legitimate interests. You can contact us by contacting the DPO in the first instance.

Sharing of personal data

We will use your personal data only for the purpose for which it was collected, unless we obtain your specific consent to other uses, or unless otherwise required or permitted by law or professional standards.

We may share personal data that you submit to us via this website to firms or to suppliers or subcontractors working on our behalf (including transfers across geographical borders worldwide) in accordance with our data protection obligations.

We do not disclose your personal data to third parties (excluding those identified above) except as required and permitted by applicable law.

All of our third-party service providers are required to take commercially reasonable and appropriate security measures to protect your personal data. We only permit our third-party service providers to process your personal data for specified purposes and in accordance with our instructions.

We do not sell your personal data or provide it to third parties for their direct marketing use

Contact us

If you have any questions about this privacy notice, or if you wish to exercise your rights or contact the DPO, you can contact us by going to the contact us section of our website. Alternatively, you can write to K&K Services Ltd at Axis House, Maidstone Road, Kingston, Milton Keynes, MK10 0AJ, marking it for the attention of the DPO.