



H & P Freightways Limited

1203 Hedon Road, Hull, HU9 5LY, England
Tel: 01482 702185 Fax: 01482 701722

www.hpfreightways.com.uk

DATA PROTECTION AND ACCESS TO PERSONAL INFORMATION POLICY

H & P Freightways Limited including Tankclean is registered with the Information Commissioner as a Data Controller and data is collected through normal operational activities:

- Transport Operations
- Warehousing
- Tankcleaning
- Recruitment and Employment of Individuals

The type of personal data collected can include:

- Names and Addresses
- Telephone Numbers
- Email Addresses
- Date of Birth
- National Insurance Number
- Driving Licence Details
- Individual Training Details
- Financial Details

All of the above data is securely stored electronically and in hardcopy (only when necessary). Access to the data is by authorised company employees only.

Information collected by the company is shared with the following if required:

HMRC, Company Accountant, Customers, Suppliers, External Auditing Bodies, Government Authorities and relevant Authorities in relation to any criminal investigation

Retention of information is controlled by nominated employees within the business and the retention times are dependent on the type of information being held.

Any information that is no longer required is deleted from all electronic systems owned and operated by the company. Any hardcopy information no longer needed is securely destroyed and records of such destruction retained on file.

We do not collect or store any personally identifiable data when you are accessing our website. The website is used to provide information about our company and does not require the user to login with any personal details.

We do not engage in any sharing or sales of personal or any other information with 3rd parties. All personal information is collected only for Company business and no other reason. If personal information is not needed, it is not collected.

Depots: Felixstowe Tel: 01394 674021. Teesport Tel: 01642 675111. Widnes Tel: 0151 4951115
All business undertaken by us is in accordance with the terms of the Standard Trading Conditions of the Company.
Copies supplied on request. Registered No.2571574 England VAT Reg. No. GB 551 9635 25





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Individuals can find out if we hold any personal information by making a 'subject access request'. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to the company for any personal information we may hold you need to put the request in writing addressing it to the Managing Director at:

H & P Freightways Limited / Tankclean,
1203 Hedon Road,
Hull,
HU9 5LY

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Managing Director at the above address.

You can also get further information on:

- agreements we have with other organisations for sharing information;
- circumstances where we can pass on personal data without consent for example, to prevent and detect crime;
- our instructions to staff on how to collect, use and delete personal data; and
- how we check that the information we hold is accurate and up to date.

All access requests will be acknowledged and a response provided within 30 calendar days from receiving the request. Relevant and reasonable requests for information will be provided free of charge.

Should the request become excessive and require excessive administrative time, a cost may be applied to the request.

Any identified data breaches will be managed internally by the company and if deemed necessary, reported to the relevant parties and the ICO.

This policy will be reviewed at least annually.

Alan Dixon
Managing Director

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