

SPECTRUM FREIGHT LTD

SPECIALISTS IN CRANE LOADING VEHICLES

WebSite: www.spectrumfreight.co.uk
Email: sales@spectrumfreight.co.uk

GDPR DOC08 DATA PROTECTION AND INFORMATION SECURITY POLICY

06.01.2021

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Information. Spectrum Freight needs to collect and use certain types of information about the individuals or service users who come into contact with Spectrum Freight in order to carry on our work. This personal information must be collected and dealt with appropriately whether it is collected on paper, stored in a computer database or recorded on other material and there are safeguards to ensure this under the Data Protection Act (DPA) 1998.

Data Controller. Spectrum Freight is the data controller under the Act, which means that it determines what purposes personal information held will be used for. It is also responsible for notifying the Information Commissioners Office (ICO) of the data it holds or is likely to hold, and the general purposes that this data will be used for.

Disclosure. Spectrum Freight may share data with other agencies such as the local authority.

The individual/service user will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows Spectrum Freight to disclose data without the data subjects consent.

These are...

Carrying out a legal duty

Protecting vital interests of an individual/service user or other person

The individual/service user has already made the information public.
Conducting any legal proceedings

Monitoring for equal opportunities purposes, eg race, religion etc

Providing a confidential service where the individual/service user's consent cannot be obtained or where it is reasonable to proceed without consent. Eg where we would wish to avoid forcing stressed or ill individuals/service users to provide consent signatures.

Spectrum Freight regards the lawful and correct treatment of personal information as very important to successful working and to maintaining the confidence of those with whom we deal.

Spectrum Freight intends to ensure that personal information is treated lawfully and correctly.

To this end Spectrum Freight will adhere to the principles of data protection as detailed in the DPA 1998.

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Specifically the principals require that personal information:

Shall be processed fairly and lawfully and in particular shall not be processed unless specific conditions are met.

Shall be obtained only for one or more of the purposes specified in the Act and shall not be processed in any matter incompatible with that purpose.

Shall be adequate, relevant and not excessive in relation to those purposes.

Shall be accurate and where necessary, kept up to date.

Shall not be kept for longer than necessary.

Shall be processed in accordance with the rights of data subjects under the Act

Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information.

Shall not be transferred to a country or territory outside the European Union.

Spectrum Freight will through appropriate management and strict application of criteria and controls:

Fully observe conditions regarding the fair collection and use of information

Meet it's legal obligations to specify the purposes for which information is used.

Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with legal requirements.

Ensure the quality of information used.

Ensure that the rights of people about whom information is held can be fully exercised under the Act. These include:

The right to be informed that processing is being undertaken

The right of access to one's personal information

The right to prevent processing in certain circumstances

The right to correct, rectify, block or erase information regarded as wrong information.

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All goods carried and/or lifted are subject to RHA Conditions of Carriage 2009, limit of liability £1300 per tonne, copies available on request.

CO. REG NO: 2318946 DIRECTORS: D B STEVENS, L STEVENS, B STEVENS, J STEVENS. VAT NO: 509 2939 27

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Spectrum Freight will: (continued):

Take appropriate technical and organisational security measures to safeguard personal information

Ensure that personal information is not transferred abroad

Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information.

Set out clear procedures for responding to requests for information.

Data Collection. Informed consent is when:

An individual/service user clearly understands why their information is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the data.
And then gives their consent.

Spectrum Freight will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person or by completing a form.

When collecting data Spectrum Freight will ensure that the individual/service user:

Clearly understands why the data is needed

Understands what it will be used for and what the consequences are should the individual/service user decide not to give consent to processing.

As far as is reasonably possible, grants explicit consent, either written or verbal for data to be processed.

Is, as far as is reasonably practicable, competent enough to give consent and has given so freely, without duress.

Has received sufficient information on why their data is needed and how it will be used.

Data Storage. Information and records relating to service users will be stored securely and will only be accessible to authorised staff.

Information will only be held for as long as it is needed or as legally required and will be securely disposed of.

It is Spectrum Freight's responsibility to ensure all personal and company data is non recoverable from any computer system previously used by them and which has been sold or transferred to a third party. **Continued:**

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Data access and accuracy. All individuals/service users have the right to access the information Spectrum Freight holds about them. Spectrum Freight will also take reasonable steps to ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, Spectrum Freight, will ensure that:

It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection.

Everyone processing personal information is appropriately trained to do so.

Everyone processing personal information is appropriately supervised.

Anybody wanting to make enquiries about handling personal information knows what to do.

It describes clearly how it handles personal information

It will regularly review and audit the ways it holds, manages and uses personal information.

All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments in the DPA 1998 or the GDPR 2018.

In case of any queries or questions in relation to this policy please contact the Spectrum Freight Data Protection Officer below.

Signed:



Data Protection Officer

06.01.2021

Review date 06.01.2022

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