



## **Privacy Statement**

The following privacy statement explains how we collect, store and handle your personal data.

### **Commitment to privacy**

We respect your privacy and are committed to protecting the personal information you provide to us. When you provide us with your personal data, you consent to us processing all such personal data as set out in our Privacy Statement. Please read this Privacy Statement carefully and revisit this page from time to time to review any changes that we may have made.

Even though we take appropriate technical steps to protect your security, you should remember that data transmission over the internet cannot always be guaranteed as 100% secure so you use the website at your own risk.

### **Personal data**

We keep personal data upon contacting us to provide you with a quotation, general and specific correspondence, relating to current, past and future exhibitions and events. This data will be held securely on our systems. You have the right to ask for a copy of your data held by us. You also have the right to require us to correct any inaccuracies in your data or remove your details altogether.

### **What type of information do we have?**

The information we have about you is limited to only what we need to provide our services effectively. This information includes:

- Your name, work e-mail address and work phone number
- Your company's address
- Your company registration number
- A description of what your company does
- A record of any written communications
- How do we get your information?
- We only collect the information you provide us during contact.
  - For example, when you:
  - E-mail us
  - Phone us
  - Write to us
  - Meet us in person

### **Who do we share your data with?**

On occasions, we may share some of this data with:

- Sub-contractors involved in the handling of your shipments
- Government Departments, e.g. for Licensing purposes.
- Customs authorities
- We will never share your data with third parties for marketing purposes.

### **How long will we keep your personal data?**

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

If you enquire about our services, but don't go ahead with them, then as per ISO9001 and Government regulations, we will keep your data for at least 5 years before permanently deleting it; unless we are officially ordered to delete it on a specific date.

### **How do we protect your personal data?**

We know how much data security matters to all our customers. With this in mind, we will treat your data with the utmost care and take all appropriate steps to protect it.

We secure access to our emails as we have our own server on an exchange system, which is managed by external I.T professionals. Access to your personal data is password-protected. We regularly monitor our system for possible vulnerabilities and attacks. We have a secure firewall and regularly updated anti-virus software.

### **What are your rights?**

You have several legal rights in relation to the information that we hold about you, including:

- The right to request details of the information we have about you.
- The right to withdraw your consent to the use of your information for marketing messages. Please note, we will still be entitled to process your information if you are an existing client and we have another legitimate reason for doing so.
- The right to ask that we update your information if it is inaccurate or incomplete.
- The right to ask that we erase your information in certain circumstances. Please note, there may be circumstances where you ask us to erase your information, but we are legally entitled, or obliged to retain it. In such circumstances, you will be notified accordingly.
- The right to make a complaint with the Information Commissioner [www.ico.org.uk](http://www.ico.org.uk) if you think that any of your rights have been infringed by us. You can exercise your rights by contacting us using the details set out in the "Contact us" section below.

### **What are cookies?**

We use cookies to personalise content and ads, to provide social media features and to analyse our traffic. We also share information about your use of our site with our social media, advertising and analytics partners who may combine it with other information that you've provided to them or that they've collected from your use of their services. You consent to our cookies if you continue to use our website.

### **Other important information**

Our Data Protection Officer is Mr Jim Huggins

Our website does contain links to other websites. We are not responsible for the privacy policies of other sites and we advise you to read the privacy statement of every website that collects personal information from you.

### **Contact us**

If you want to know more about how we use your information or to raise any queries with us in relation to your information, you can contact us e-mail: [jim@premiershowfreight.com](mailto:jim@premiershowfreight.com) or telephone: +44 20 3256 1270.

Jim Huggins

Managing Director  
Premier Showfreight Ltd  
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