

# Privacy Policy Statement

QD60.1



## Introduction

This Privacy Policy Statement explains the types of personal data we may collect, how we will handle it, how we will store it and how we will keep it safe. This statement also tells you about your rights in relation to your personal data.

We hope that the following sections will answer any questions you have, but if not, please contact us.

This statement is likely to occasionally require updating. We will let you know if there are any significant changes and you can view it online at any time.

## Who we are

Ferguson Transport & Shipping is formed of two companies:

Ferguson Transport (Spean Bridge) Ltd & Ferguson Shipping (Kishorn Port) Ltd

Our Head Office is situated at Integrated Freight Facility, Annat, Corpach, PH33 7NN and you can contact us by post at this address.

You can also contact us by telephoning 01397 773840 or sending an email to [enquiries@fergusontransport.co.uk](mailto:enquiries@fergusontransport.co.uk)

## What personal data do we process?

We collect, store and use information about:

- our own employees
- prospective employees
- employees of customers / potential customers and
- employees of our suppliers.

A separate notice is provided to our employees & prospective employees.

## Why do we process this personal data?

We use the contact details of customer / supplier employees to contact them for work purposes.

We have a legitimate interest to process this information in order to keep doing business. This data will generally be corporate contact details.

We will use these contact details to send information about our services from time to time, but you will always have the option of telling us not to contact you in this way. If you do not wish to receive this information please let us know using the contact details above.

## Who we share your personal data with

Ferguson Transport & Shipping does not share information with third parties without explicit consent.

**SAFETY BEYOND COMPLIANCE**

**Ferguson Transport (Spean Bridge) Ltd: SC156545; Ferguson Shipping (Kishorn Port) Ltd: SC317803**

**Registered Office: Annat, Corpach, PH33 7NN**

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## Data retention

We will hold your contact details for as long as we are providing you / your organisation with services, or you are providing us with services. If we no longer have this relationship with you we will delete your data after one year.

## Cookies

The internet pages of [www.fergusontransport.co.uk](http://www.fergusontransport.co.uk) use cookies. Cookies are small text files that are sent by web servers and stored on visitor's computers so they can be read back at a later date. This is a convenient way of allowing a computer to remember specific information relating to a web site and provide a better user experience.

The cookies we use on this site are 'analytical' cookies, created by Google Analytics, to track information on your visit. These cookies are unobtrusive and allow both the web site to function and for us to obtain information about the usage of our site, viewing data such as the number of visits, duration of each visit and path taken by the user around the site. This not only allows us to provide an excellent experience but also improves the way our web site works by, for example, making sure users can easily find what they are looking for.

## Your Rights

You have rights in relation to your personal data and can make a request as a data subject for information from Ferguson Transport & Shipping.

You have a number of rights in relation to your personal data. These are listed in brief below. A fee will not be charged for exercising any of these rights. You have:

- The right to access information about the personal data the company is processing and to obtain a copy of it
- The right to require the company to change incorrect or incomplete data
- The right to require the company to erase or stop processing your data
- The right to object to the processing of your data where the company is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, or if you have any concerns about how your personal data is being processed, please contact us on the contact details provided.

If you would like further information on your rights under the General Data Protection Regulations, please visit the Information Commissioner's website: [www.ico.org.uk](http://www.ico.org.uk)

If you believe that the company has not complied with your rights, you can also complain via the Information Commissioner's website.

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