

# Privacy notice

Castle Freight Ltd processes personal information to enable us to provide our services to our customers, maintain our accounts & records, promote our services and manage our staff. We also process personal information using forward facing cameras and CCTV to monitor and collect video for insurance and security.

We process personal information about

- Customers
- Suppliers
- Current, past and prospective Employees
- Individuals captured on forward facing camera's
- Individuals captured on CCTV on our premises

The information we hold may include

- Customer contact details
- Customers customers details
- Financial details
- Suppliers contact details
- Ethnic origins of employee's
- Mental & physical health details of employees
- Offences & alleged offences of employee's
- Driving licence, tacho records & CPC training details employees
- CCTV & forward facing camera video

When necessary or required we share information with:

- Business associates and professional advisors
- Financial organisations
- Employment agencies

- Credit reference agencies
- Debt collections
- Central Government
- Police force, security organisations and other enforcement authorities
- Insurance companies

#### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

You have the right to request a copy of information we hold about you or your organisation at any time. If you wish to request a copy of this information it can be done by submitting in writing a request to our data controller Stewart Matthews.