

Barton Courier Services - Customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

Contact Telephone: 07500634777

Email: hello@bartoncourierservices.co.uk

We collect or use the following information to **provide services and goods, including delivery**:

- Names and contact details
- Addresses
- Purchase or account history
- Credit reference information
- Health and safety information
- Website user information (including user journeys and cookie tracking)
- Information relating to compliments or complaints

We collect or use the following information for **the operation of customer accounts and guarantees**:

- Names and contact details
- Addresses
- Purchase history
- Account information, including registration details
- Marketing preferences

We collect or use the following information for **service updates or marketing purposes**:

- Names and contact details

We collect or use the following information to **comply with legal requirements**:

- Name
- Contact information
- Health and safety information

Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Consent
- Contract
- Legal obligation

Our lawful bases for collecting or using personal information for **the operation of customer accounts and guarantees** are:

- Consent
- Contract
- Legal obligation

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Consent
- Contract

Our lawful bases for collecting or using personal information for **legal requirements** are:

- Consent
- Contract
- Legal obligation

Where we get personal information from

- People directly

How long we keep information

All personal and client information will be secured stored online for a maximum of 2 years after the last contractual agreement or contact.

Who we share information with

Others we share personal information with

- Financial or fraud investigation authorities
- External auditors or inspectors
- Debt collection agencies

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - **You have the right to ask us to erase your personal data in certain circumstances.**

Your right to restriction of processing - **You have the right to ask us to restrict the processing of your personal data in certain circumstances.**

Your right to object to processing - **You have the right to object to the processing of your personal data in certain circumstances.**

Your right to data portability - **You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.**

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane, Wilmslow

Cheshire, SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

18 July 2024

Signed: *James Freeman*