

<p>Sheldon Clayton Group(SCG) a group of companies comprising of Sheldon Clayton Logistics Ltd(SCL), Sheldon Clayton Asset Management Ltd(SCAM), Sheldon Clayton Holdings Ltd(SCH), Intuitive Freight Solutions Ltd(IFS), Sea Route International Ltd(SRI) and Five Star Forwarding Ltd(FSF) are dedicated to keeping your Personal Data private whilst in use by the business process.</p> <p>In following we will explain how the data is collected/processed and what this data is used for and when it will be retired from use.</p>	<p>Section 4: Users Right to Information Under GDPR a User has the right to access all Personal Data a company has on them, should a user require this information, a written request must be filled out, upon receiving this written request SCG have up to 30 days to provide all information as stated in GDPR.</p>
<p>Personal Data as defined by GDPR is information that can be used to identify a person such as, Names, Identifying Number, Location Data, Online Identifier or one of several special characteristics which expresses the physical, physiological, genetic, mental, commercial, cultural or social identity of a person.</p>	<p>Section 5: Users Right to be Forgotten Under GDPR a User has the right to have all personal data be removed from a business unless the data is still required for legal or processing purposes. Upon written request from user invoking their right to be forgotten, SCG will provide either a refusal with a reason or a certificate of erasure within 30 days.</p>
<p>Section 1: Collection of Data When connecting to our websites, information about the browser used, pages visited, duration of stay and operating system and how you found the site are captured for analytical purposes only, personal information is not collected unless given voluntarily.</p> <p>When using Website Applications provided by the group, information you pass to that website is used for operational/analytical use only, this information is provided by the user voluntarily.</p> <p>IP Address and time information are captured automatically by the Website Applications as a means to provide proof of data entry.</p> <p>Other ways of collecting information involve the use telephone and email conversations, any and all information captured by this is given voluntarily by the user, and is for operational/analytical use only.</p> <p>Any data transference Services setup for use between users and the SCG only collect data agreed upon by both parties and is for operational/analytical use only.</p> <p>SCG may also collect data from users by use of Electronic Data Capture devices, this information is transferred securely to a server where it is kept.</p> <p>Personal Data Collected by SCG which has not been provided by the original owner of the Personal Data, wherein SCG is a third party to the transaction, are provided with the understanding that the giver of the information has the explicit permission of the owner to give out such information, such information will be handled as per our policy laid out in this document.</p>	<p>Section 6: Third Countries Whenever SCG have a dealing with a Third Country (as classified in the GDPR) transference of Personal Data is met with deep scrutiny, should a transfer be necessary to complete the transaction as per Section 2 of this document, SCG will speculate risks and ask extra permissions off of the impacted user should they identify a risk in dealing with a Third Country Company.</p>
<p>Section 2: Utilization of Data Personal Data acquired by the SCG are utilised for operational/analytical and invoicing purposes only in order to fulfil the services as per the wishes of the user and trade agreements made with said user.</p> <p>SCG will only hold data that is required for business use, marketing campaigns produced by SCG may utilise contact information acquired by SCG but only where a justified interest for the service has been identified by analytics, should you wish to remove yourself from campaigns, you may do so by contacting a representative of our marketing department and asking us to cease any and all campaigns which utilise your information</p> <p>SCG will never share, sell, transfer or otherwise disseminate your personal data to third parties, unless required by law or for the transaction to take place or given express permission from the user, for instance it may be necessary to pass your information to third party subcontractors to fulfil a transaction as requested.</p>	<p>Section 7: Future Developments and Risk Assessments SCG takes all the necessary precautions when implementing new ideas into the business, all future developments which can affect the use of Personal Data will be met with a 'Privacy by Design' mindset to ensure that the user is never at risk.</p>
<p>Section 3: Security SCG make every effort to keep all Personal Data secure from loss and misuse, data is kept in secure servers that are protected from being accessible by the public.</p> <p>Where possible when personal data is being transferred SCG utilise SSL Secure Socket Layer technology to encrypt data.</p> <p>User Accounts that are created for users to access and send data are limited to that user's data only, it is that users responsibility to ensure that the account is kept secure and should enforce a safe password policy.</p>	<p>Section 8: CCTV For security and insurance reasons, Personal Data may be captured by onsite CCTV cameras and Cameras mounted to our vehicles, the data gained from these devices are strictly for legal/security/insurance purposes, this data will only be viewed by members of staff who have been instructed to handle this information with confidentiality in mind or by legal third parties.</p> <p>Data generated by CCTV is destroyed 6 months after creation.</p> <p>Section 9: Destruction of Personal Data Personal Data held by SCG may be held for a varying amount of time for operational/legal/accounting reasons, unless specified elsewhere in this document, the maximum amount of time Data may be stored for will be up to 20 years, unless requested for removal by a user's right to be forgotten.</p> <p>Personal Data Handling Terms and Conditions for the Sheldon Clayton Group as specified in this document</p> <p>Revision Data: 16/05/2018</p> <p>Effective From: 25/05/2018</p>