

General Data Protection Regulation GDPR

NOTIFICATION OF SERVICE GUIDELINE

The purpose of this service guideline is to notify you that we have reviewed our statutory obligations concerning EU General Data Protection Regulation GDPR.

DEFINITIONS IN THIS GUIDELINE

Company	UCS Global Logistics Limited (Company) incorporated in England and Wales. Company Registration Number: 06305098.
Customer	Means any person at whose request or on whose behalf the Company undertakes any business or provides advice, information or services.
Lawful Basis	The Customer warrants that personal data provided to the Company is necessary for processing on the lawful GDPR basis of performing its contractual obligations with the Customer.
Controller	The Customer shall be acting as a GDPR controller of personal data and warrants that the lawful basis for processing has been established, in order for the Company to perform its obligations under its contract with the Customer.
Processor	The Company shall be acting as a GDPR processor of personal data obtained lawfully from the Customer and shall be entitled to use the data in performing its obligations under its contract with the Customer.

Subject matter and duration of the processing

Personal data necessary for the delivery or collection of a consignment can be held within tracking systems during the shipment process and thereafter in case of customer query. Proof of Delivery and invoices which may contain this data shall be retained for the time period necessary to comply with HMRC legislation on retention of documents.

Nature and purpose of the processing

Personal data can be entered into UCS Global Logistics' delivery programs and third-party tracking programs, necessary to complete a delivery to the specified address.

Type of personal data and categories of data subject

Personal data received can include the home address of an individual, together with contact information necessary for the delivery or collection of a consignment. This information may include mobile and home telephone number and email address. The data subject is the legal person who has a contract with the Customer, and whose data is provided to the Company for processing.

Obligations and rights of the Controller

The Controller has an obligation to maintain a lawful basis for the processing of personal data, and confirms that any change to this lawful basis is communicated to the Company in accordance with GDPR requirements. The Controller's rights defined by GDPR shall be respected by the Processor's obligations.

As Processor UCS Global Logistics shall:

- only act on the written instructions of the controller (unless required by law to act without such instructions);
- ensure that people processing the data are subject to a duty of confidence;
- take appropriate measures to ensure the security of processing;
- only engage a sub-processor with the prior consent of the data controller and a written contract;
- assist the data controller in providing subject access and allowing data subjects to exercise their rights under the GDPR;
- assist the data controller in meeting its GDPR obligations in relation to the security of processing, the notification of personal data breaches and data protection impact assessments;
- delete or return all personal data to the controller as requested at the end of the contract
- submit to audits and inspections, provide the controller with whatever information it needs to ensure that they are both meeting their Article 28 obligations, and tell the controller immediately if it is asked to do something infringing the GDPR or other data protection law of the EU or a member state.
- co-operate with supervisory authorities such as the ICO (Article 31);
- keep records of its processing activities in accordance with Article 30.2;

The GDPR requires personal data to be processed in a manner that ensures its security. This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage. It requires that appropriate technical or organisational measures are used. For details of how UCS Global Logistics handles personal data, please refer to the UCS Global Logistics Data Protection Policy.

Wayne McDonnell

Managing Director