

CARGO SELF STORAGE LIMITED

DATA PRIVACY POLICY

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our customers, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice.
- 1.4 We will always comply with the Data Protection Act 2018 and General Data Protection Regulations (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioners Office in the UK (www.ico.org.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- 2.1 Cargo Self Storage Limited, Cargo House, Fishleigh Road, Roundswell Business Park, Barnstaple, Devon, EX313UD. (The “Company”)
Email – cargoselfstorage@outlook.com, website www.cargoselfstorage.net, telephone 01271 325 864

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Customer’s or Supplier’s name, address, telephone numbers, e-mail address(es).	To contact our customers or suppliers.	Performing the services provided under the contract with the Customer and dealing with our Suppliers.
Bank account details of the Customer or Supplier.	Receiving payment from customers and paying Suppliers.	Performing the company’s contracts with Customers and Suppliers.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.

- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 5. Who else has access to the information you provide us?**
- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraph 5.2 below.
- 5.2 We may pass your personal data to Barclays Bank plc and Barclays Merchant Services for the purposes of completing tasks and providing services to you on our behalf (e.g. to receive and make payments). We do this for the purpose of our legitimate interests in operating the Company's business and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service.
- 6. How long do we keep your information?**
- 6.1 We will hold your personal data on our systems for as long as you are a customer or supplier of the Company and for as long afterwards as it is in the Company's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.
- 7. Your rights**
- 7.1 You have rights under the GDPR:
- (a) to access your personal data.
 - (b) to be provided with information about how your personal data is processed.
 - (c) to have your personal data corrected.
 - (d) to have your personal data erased in certain circumstances.
 - (e) to object to or restrict how your personal data is processed.
 - (f) to have your personal data transferred to yourself or to another business in certain circumstances.
- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF / Website: www.ico.org.uk/ Tel – 0303 123 1113.

For more details, please address any questions, comments and requests regarding our data processing practices to The Directors, Cargo Self Storage Limited at the address noted above.