



Lynn Star Distribution and Logistics Ltd

The European GDPR law came into force on 25th May 2018.

In order to be compliant with the new law, Lynn Star Distribution want to assure our customers and suppliers that their data is safe with us.

Your privacy is important to us so we will always keep your data secure. You will not get anything that you haven't already agreed to from us.

Some things we send to you are key to your doing business with us including PODs, quotations, invoices etc and you will continue to get them.

We have revised our data protection, communication and privacy notices and have updated our employee terms and conditions to reflect the new responsibilities imposed upon each of us at Lynn Star Distribution Ltd regarding GDPR. All of our employees have been issued with revised policies and procedures and amendments to their employment contracts which reflect changes in the law. Any employees who are involved in data processing will continue to receive ongoing training about their roles in implementing and adhering to the GDPR requirements.

We will collect and process information in relation to your order to register your account and to set up the supply of services and billing. We may contact you in relation to your delivery or to communicate in relation to customer services issues. We may share your information with our service providers and corporate partners, for example we may need to share your shipping address with a company that provides shipping services to us.

We will only ever contact customers to arrange delivery using the data provided during the booking process. Delivery details are shared with our delivery drivers and delivery information is also uploaded to electronic data capture (EDC) handsets. EDC devices are password protected. Proof of delivery data which is collected on these devices is uploaded daily to our third party provider's web based portal where it is used for billing and admin purposes. EDC devices are erased of personal data on a daily basis.

We will only ever share your data with official bodies such as HMRC or another regulatory government body when requested to do so by law.

We require our service providers to keep your sensitive data secure and in addition we require their assurances that they may not use or disclose your personal information for any purpose other than providing service on our behalf unless we or they have obtained your consent.

We may store paper copies of customer's delivery details, contact name, address and telephone number on our proof of delivery (PODs) which are linked to our invoicing and financial records. This data is retained for the minimum legal period of time as stipulated by HMRC. Once invoiced all proof of delivery data is archived securely in a locked storage area/filing cabinet.

Lynn Star Distribution are committed to all ensuring that all personal data is stored securely and that it is only kept for as long as necessary.

Sensitive data is stored in the following ways:

1. Using PC, server and cloud based storage systems, which are which are backed up securely, encrypted and password protected.
2. Paper based systems which are kept in a secure archive area/locked filing cabinets. When data is no longer required it will be safely destroyed and disposed.

If you have any concerns about the way Lynn Star holds or processes your data please get in touch with Joanne Downen using the contact details below.

Joanne Downen, Data Controller & HR Manager
joanne@lynnstar.co.uk Tel: 01553 818022