

Your privacy is important to us. This privacy statement provided information about the personal information that Kennedy Transport collates, and the ways in which Kennedy Transport uses this personal information.

### **What information do we collect?**

#### *General:*

We collect information from clients, suppliers and other interested parties to ensure we have up to date contact details. This includes company name, key personnel contact names, positions, telephone numbers, mobile phone numbers and email addresses. We also collect copies of signed contracts and agreements relating work activities.

#### *Website:*

We collect information from you when you complete a Contact Us form available on our website. When completing the "Contact Us" form, you will be asked to enter your name, company name, position, telephone number, mobile phone number, email address and nature of your enquiry. You may however, visit our website anonymously.

### **What do we use your information for?**

Any information we collect from you will be used to allow us to:

- Contact you to follow up on the enquiry you have emailed to us.
- Contact you about ongoing and planned work activities.
- Contact you about supplier order requirements.

### **How do we protect your information?**

We implement a variety of security measures to maintain the safety of your personal information provided and collated. This includes keeping software up to date, running regular malware and virus scans, use of passwords, encryption, secure servers, secure software programmes and locked filing cabinets and offices.

### **Do we use cookies on our website?**

We do not use cookies.

### **Do we disclose information to outside parties?**

We do not sell, trade, or otherwise transfer to outside parties your personal identifiable information. We will not use your information for marketing purposes. If we need to share your personal information for legal reasons you will be informed.

### **Third party links**

We will never offer third party products or services through our website.

### **Contacting us**

If there are any questions regarding this privacy statement you may contact us using the information below: Kennedy Transport Partners, Sevenoakes, Newmachar, Aberdeen, AB21 7PP.

Email: [info@kennedytransport.co.uk](mailto:info@kennedytransport.co.uk)

This statement is backed up by KT-P014 – Data Protection Policy and KT-PM125 – Data Protection Procedure.