



DATA PROTECTION POLICY STATEMENT

INTRODUCTION

Seaton Rail Limited gather and process your personal information in accordance with this policy statement and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Seaton Rail Limited's registered office is at Unit B, Enterprise Way, Bessingby Industrial Estate, Bridlington, East Riding of Yorkshire YO16 4SF and we are a company registered in England and Wales under company number 6477340.

We are registered on the Information Commissioner's Office Register; registration number ZA09864 and act as the data controller when processing your data. Our designated Data Protection Officer/Appointed Person is Laura Walker who can be contacted at;

Seaton Rail Ltd
Unit B, Enterprise Way
Bridlington
East Yorkshire.

Telephone 01262 608313
Email laura@seaton-rail.com

INFORMATION THAT WE COLLECT

Seaton Rail Limited processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from is: -

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- National Insurance Number
- Passport Number
- Driver's License Number
- Special Category Data (i.e. health/medical information, details about religion, sexuality etc)

We collect information in the below ways: -

Application for Employment, Training & Assessment Booking Forms, Medical Questionnaires, Online Forms, Website Orders and Employment CV's.

HOW WE USE YOUR PERSONAL DATA

Seaton Rail Limited takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have

<i>Integrated Business Management System</i>		<i>Data Protection Policy Statement</i>	
Document Number: DATA-01	Issued: January 2020	Issue Number: 07	Page 1 of 4
Document Controller:	Mr Shane Seaton	UNCONTROLLED WHEN PRINTED	



consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. The purposes and reasons for processing your personal data are detailed below: -

- We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and processed correctly.
- We collect and store your personal data as part of our legal obligation for business accounting and tax purposes
- We will occasionally send you marketing information where we have assessed that it is beneficial to you as a customer and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests.

YOUR RIGHTS

You have the right to access any personal information that Seaton Rail Limited processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

SHARING AND DISCLOSING YOUR PERSONAL INFORMATION

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

SAFEGUARDING MEASURES

Seaton Rail Limited takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: -

SSL, TLS, encryptions, restricted access, IT authentication, firewalls and anti-virus/malware.

TRANSFERS OUTSIDE THE EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. Seaton Rail Limited does not transfer or store any personal data outside the EU.

<i>Integrated Business Management System</i>		<i>Data Protection Policy Statement</i>	
Document Number: DATA-01	Issued: January 2020	Issue Number: 07	Page 2 of 4
Document Controller:	Mr Shane Seaton	UNCONTROLLED WHEN PRINTED	



CONSEQUENCES OF NOT PROVIDING YOUR DATA

You are not obligated to provide your personal information to Seaton Rail Limited however, as this information is required for us to provide you with our services/deliver your products/legitimate interests], we will not be able to offer some/all our services without it.

LEGITIMATE INTERESTS

As noted in the 'Introduction' section of this notice, we occasionally process your personal information under the legitimate interests' legal basis. Where this is the case, we have carried out a thorough Legitimate Interests' Assessment (LIA) to ensure that we have weighed your interests and any risk posed to you against our own interests; ensuring that they are proportionate and appropriate.

HOW LONG WE KEEP YOUR DATA

Seaton Rail Limited only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

SPECIAL CATEGORIES DATA

Owing to the products and services that we offer, Seaton Rail Limited sometimes needs to process sensitive personal information (*known as special category data*) for Equality, Diversity and Inclusion, where we collect such information, we will only request and process the minimum necessary for the specified purpose and identify a compliant legal basis for doing so.

Where we rely on your consent for processing special category data, we will obtain your explicit consent through a signature. You can modify or withdraw consent at any time, which we will act on immediately, unless there is a legitimate or legal reason for not doing so.

MARKETING

Occasionally, Seaton Rail Limited would like to contact you with about special offers and promotions on our products and services that we provide. If you consent to us using your contact details for this purpose, you have the right to modify or withdraw your consent at any time by using the opt-out/unsubscribe options or by contacting Seaton Rail Limited directly.

Seaton Rail Limited will occasionally send you special promotions and information of the products and services we provide by email/SMS/post that have been identified as being beneficial to our customers and in our interests. Such information will be relevant to you as a customer and is non-intrusive and you will always have the option to opt-out/unsubscribe at any time.

LODGING A COMPLAINT

Seaton Rail Limited only processes your personal information in compliance with this policy Statement and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

Seaton Rail Ltd
Laura Walker (Data Protection Officer)
Unit B, Enterprise Way

Integrated Business Management System		Data Protection Policy Statement	
Document Number: DATA-01	Issued: January 2020	Issue Number: 07	Page 3 of 4
Document Controller:	Mr Shane Seaton	UNCONTROLLED WHEN PRINTED	



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Email laura@seaton-rail.com

COOKIE NOTICE

A 'cookie' is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing. When you visit a site that uses cookies for the first time, a cookie is downloaded onto your computer/mobile device so that the next time you visit that site, your device will remember useful information such as items added in the shopping cart, visited pages or logging in options.

Cookies are widely used in order to make websites work, or to work more efficiently, and our site relies on cookies to optimise user experience and for features and services to function properly.

Most web browsers allow some control to restrict or block cookies through the browser settings, however if you disable cookies you may find this affects your ability to use certain parts of our website or services. For more information about cookies visit <https://www.aboutcookies.org>.

IMPLEMENTATION OF POLICY

This Policy shall be deemed effective as of Monday 29th January 2018. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.

This policy has been reviewed, approved & authorised by:

Name: Shane Seaton
Position: Managing Director
Date: 16th January 2020
Signature:

A handwritten signature in black ink, appearing to read "shane seaton".

<i>Integrated Business Management System</i>		<i>Data Protection Policy Statement</i>	
Document Number: DATA-01	Issued: January 2020	Issue Number: 07	Page 4 of 4
Document Controller:	Mr Shane Seaton	UNCONTROLLED WHEN PRINTED	