

## **DTD Courier & Cargo Ltd is committed to protecting your privacy.**

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This privacy policy provides an explanation as to what happens to any personal data that you provide to us, or that we collect from you.

### **Information We Collect**

We only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998).

Information that you provide by filling in forms on our site [www.dtdexpress.co.uk](http://www.dtdexpress.co.uk), such as when you registered for information or make a purchase.

If you contact us, we may keep a record of that correspondence together with your name, address and phone number.

Why we collect personal information about you? To provide you with our online services which are detailed on our website

### **HOW WE USE YOUR DATA**

To register you as a new customer on our website.

Response on enquiries, complaints or claims relating to our services.

Collecting resume of candidates for the of recruitment.

Providing courier services to you using our own network or through third-party network.

### **What we do with the information we collect**

We use information collect about you in the following ways:

- To improve our products and services
- To provide you with information, products or services that you request from us or which we feel may interest you.

We may also use your data to provide you with information about goods and services which may be of interest to you and we may contact you about these by email, post or telephone.

If you do not want us to use your data in this way please send an email to [info@tdtexpress.co.uk](mailto:info@tdtexpress.co.uk)

### **HOW LONG DO WE KEEP YOUR PERSONAL DATA**

we keep your personal data only for the minimum period required to fulfil the purposes of complying with our legal obligations, or resolving disputes, or enforcing our policies, or other essential purposes.

## PROTECTION OF YOUR PERSONAL DATA

We protect your personal data from misuse, loss and alteration. We limit access to your personal data to employee, agent, and other third parties who have business need to know. They only can access your data on our instructions.

### Storing your personal data

- The personal information which we hold will be held securely in accordance with our internal security policy and the law.
- Data that is provided to us is stored on our secure servers. Details relating to any transactions entered into on our site will be encrypted to ensure its safety.
- The transmission of information via the internet is not completely secure and therefore we cannot take guarantee the security of data sent to us via e-mail and transmission of such data is therefore entirely at your own risk. Where we have given you a password so that you can access certain parts of our website, so you are responsible for keeping this password confidential.

### Disclosing Your Information

- We may disclose your personal information to any member of our business team. This includes, where applicable, our subsidiaries, our holding company and its other subsidiaries (if any).
- We may also disclose your personal information to our third parties:
- Where we are legally required to disclose your information.
- To assist a fraud protection
- Where we sell any or all our business to third party

### How can you help us to keep your personal details secure?

- Use secure browser
- Dtdexpress.co.uk is fully runs on a full secure https platform.

### Your rights of access

You have the right of access to your personal records or other information that the Company holds about you by contacting us by email. In order to service your request we would request the following information from you:

- Id proof
- Details of access request
- Date of activity

### Contact us

- We welcome any questions, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us at [info@dtdepress.co.uk](mailto:info@dtdepress.co.uk)