

## Overview

Innovate Freight provides services for both clients and candidates and throughout these services personal data is collected. This policy will help you understand exactly what we do with your personal information either gathered whilst we work with you to find employment and the continuing relationship afterwards, or when supporting your needs as a client in freight and talent solutions. We will also receive information when you visit our website [www.innovatefreight.com](http://www.innovatefreight.com)

It describes how we collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights.

This Privacy Policy applies to the personal data of our Website Users, Candidates, Clients, Suppliers, and other people whose data is supplied by our contacts to provide reference details. It also applies to the emergency contacts of our staff and candidates where provided.

Please note that we may amend this Privacy Policy from time to time. Check this page to view any changes and keep up to date.

## Website

When you visit the Innovate Freight website, the web server automatically solely recognises the Internet domain and IP address from where you accessed the site. This information does not result in the identification of your personal e-mail address or other personal information. We do this so that the site and its contents can be improved, and your personal information is **not** identified or used in any way. If you choose to fill out a web form or email us via the website with personal information, the information will not be disclosed to any third parties, unless required by law or with your express permission. If you send us your personal information and/or CV without giving us permission to hold them, we will delete them within 30 days unless informed otherwise by you.

'Cookies' (as well as being delicious), are also very small pieces of data that when you access a website, are stored onto your computer via your browser. They cause no harm to your computer and you won't even know they're there. They're used to improve your experience while using our website. We do not use cookies to track information from you (although some websites may do this); we use them simply to speed up the loading times of our website, and subsequently, your experience.

If you prefer not to use cookies on your computer to speed up website access, you can easily delete any that ours or other websites have stored on you and stop future cookies from being stored altogether through the settings of your browser. This is usually found within the 'History' or 'Bookmarks' section of the browser, depending on which one you're using.

## Storing and using your information

1. We store your data safely on our internal secure server. No third party or external parties have unauthorised access to your data and only Innovate Freight authorised users have access to this information.
2. If you want to remain on our database for possible future contact, you can give us permission to hold onto your personal information to hold onto it for no longer than 12 months. After this we will attempt to contact you to regain your permission again. In the case that we cannot get hold of you before the 12 months are up, we will delete all of your information within 30 working days, unless there is a business reason to keep the data required by law.
3. Your data is exactly that, it is yours only. You can find out at any time what data we have held about you by simply filling in this [form](#) and requesting access to your data. It is your choice to have your data removed, so if you would like your data deleted then please do not hesitate to contact us, with your full name and email to confirm you are the owner of the data. All data requests will be actioned within 10 working days.

### 4. We store data from different sources and reasons

As a Candidate you may have:-

- Applied for a vacancy that we're hiring for and checked the box stating we could hold onto your data.
- Contacted us about helping you to find a new career and you gave us permission to hold onto your data.
- Been contacted by us about a potential vacancy and you gave us permission to hold onto your data.

As a Client you may have:-

- Sent in a Brief asking us for help in either filling a position or consulting on a business related issue and checked the box stating we could hold onto your data.
- Contacted us asking for more information about our services and gave us permission to hold onto your data.
- Been contacted by us about providing Talent solutions or consulting on freight related business processes and you gave us permission to hold onto your data

5. At times your data is shared with third parties but this is only done with your permission. For a candidate this may be with prospective employers or reference requests. For clients it could be to external consultants being

brought on to your project. In either case this will only be done with your permission and you will be notified before any personal information is shared outside of Innovate Freight.

6. Our services rely on data and protecting it is our priority. Innovate Freight has taken a number of technical and process related steps to secure your personal information against any kind of loss, misuse or unauthorised access.
7. In the event of Innovate Freight being notified of a data breach the ICO (Information Commissioner's Office) will be notified within 48 hours and every attempt at contacting those affected will be made to inform them of the breach. Once the breach has been contained, a full review will be undertaken and a full report will be created detailing the root cause of the incident and any factors that contributed to it. Any recommendations to rectify this from happening again will be actioned and implemented as soon as possible.

If you have any other questions about this privacy policy please use the [data request form](#) or e-mail us at **info@innovatefreight.com** with the subject 'Privacy Policy'.