

# CabDespatch Privacy Policy

At CabDespatch, we are committed to being as open and clear as possible about how we use your personal data that you entrust us with.

**If you don't read anything else, know that we don't sell, rent out or otherwise share your data with third-parties for marketing purposes and do everything we can to keep any personal data we hold about you secure.**

The rest of this privacy policy will explain the data we keep, and what we do with it.

This policy will be kept up to date and you are advised to check back regularly to see if there are any updates.

**The most recent update to this policy was 23<sup>rd</sup> May 2018.**

## Type of data we collect

### Cookies

We use cookies for a variety of reasons on our website from providing us with information on how long users spend on each page (so we can better improve our content) to knowing if you're logged in (maintaining a session).

We do this using both temporary and long-term cookies, also by using cookies through Google Analytics.

### Google Analytics

When someone visits a CabDespatch site we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

### Mailing Lists

As part of the registration process of becoming a client, we collect personal information. We use that information for a couple of reasons: to tell you about stuff you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

## Data from Third-Parties

Bookings and contacts made to some of our clients pass through our systems. Any data we obtain this way will be kept just as secure as if it was data we ourselves had obtained.

## Contractual Data

If you are, or become, a customer of CabDespatch then we will also store details about your business including, but not limited to, your name, address, telephone number and email address for the purposes of our contract.

This information will be retained for a period of a minimum of 24 months and a maximum of 36 months upon you ceasing to be a customer.

Should you wish us to delete this information, just get in touch with us using the contact details in the "Access to your personal information" section.

## Data Security

As an IT business, we understand the importance of data security and try to use best-practice for storing of information including strong hashing of passwords and limiting access through technical means to our internal and external systems.

Personal data is stored both on our local servers and in the cloud. At the time of writing this policy, all our cloud servers are based within the EU.

## Access to your personal information

Under GDPR, the data subject (you!) have the right to access and amend any of their personal data that we hold.

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our data protection officer Adam Kimber by using the contact us form on our website at [www.cabdespatch.com](http://www.cabdespatch.com)

## More Information

If you want to know any more about what we do with your personal data then feel free to get in touch and we can go through it.