

Last update: 03.08.2021

## M&TM FREIGHT BUSINESS PRIVACY POLICY

This privacy policy page sets out how M&TM Freight uses and protects any information that you give when using any of the M&TM Freight websites.

M&TM Freight is ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement. M&TM Freight may change this policy from time to time by updating this page.

You should check this page from time to time to ensure that you are happy with any changes.

This policy is effective from 1 June 2018.

### What information do we collect

We may collect the following information: name and job title contact information including email address demographic information such as postcode, preferences and interests other information relevant to customer surveys and/or offers

### What we do use your information for

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons: Internal record keeping. We may use the information to improve our products and services. We may use the information to customize the website according to your interests.

### How we protect your information

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### Do we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyze data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you

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can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

But the personal information you provide on our website, we do not keep it and do not save it in our database. It is just as if you send us an e-mail. (see privacy preferences on our website).

### [Links to other websites](#)

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website.

Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### [Controlling your personal information](#)

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so. You may request details of personal information which we hold about you with regards to the protection of privacy and administration of personal data.

**If you would like a copy of the information held on you please send your request to:**

Email: [info@mtmfreight.com](mailto:info@mtmfreight.com)

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

### [Retention Requirements](#)

This section sets guidelines for retaining different types of company data.

Website visits data: 6 months.

Contact information: 5 years after receipt of the personal data.

Business Files/Documents:

- Customer Files 5 years;
- Corporate Contract Files 5 years beyond expire;
- Internal Audit Documents 5 years;
- Contractor files 5 years beyond departure.

Corporate Files / Documents/Records

- Accounting and other Corporate Records 7 years
- Financial Services / Expense Management 7 years
- Tax Gross up files 7 years
- Payroll Files and Reports 7 years

File Servers and other Production Servers

- Daily Backup 30 days
- Monthly Backup 1 year

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- **Our procedure when a data breach occurs.**
- The first 72 hours after you become aware of a data breach are critical. This is the deadline given under the EU GDPR (General Data Protection Regulation) to report information security incidents to the supervisory authority (Our CFO, Tatiana Mishustina
- Data breaches only need to be reported if they “pose a risk to the rights and freedoms of natural living persons”. This generally refers to the possibility of affected individuals facing economic or social damage, such as discrimination, reputational damage or financial losses.
- Most breaches fit into this category, but not all of them. For example, if the information can’t be linked to a specific individual, there’s likely to be very little risk.
- Whether you are required to notify or not, the GDPR mandates that you keep a record of all personal data breaches. This make the response process a little simpler, as the initial steps will be the same regardless of whether the breach needs to be reported. You can focus on assessing the incident, cauterising the damage and documenting the steps you’ve taken. From there you can determine whether you need to report the incident.

**As an employee, or former employee of M&TM freight, I will not take any personal information from exsisting clients from M&TM Freight, as any personal name, e-mail address, phonenumber, address, Passport, and pass it to a new employer.**

**Date:**

**Signed**

**Name employee:**