

GDPR & Data Protection Policy

ADR Carriers Limited

Company details

ADR Carriers Limited
Church View, Newton Arlosh
Wigton, Cumbria
CA7 5ET

Company Number: **14798586**

Email: **hazload@adrcarriers.net**

1. Policy Statement

ADR Carriers Limited (“the Company”, “we”, “us”, “our”) is committed to protecting the privacy and personal data of individuals in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We process personal data lawfully, fairly, and transparently and implement appropriate technical and organisational measures to safeguard personal data.

2. Scope

This policy applies to:

- Employees, directors, contractors, and agency workers
 - Customers, suppliers, subcontractors, and business contacts
 - All personal data processed by ADR Carriers Limited in any format
-

3. Definitions

Personal Data

Any information relating to an identified or identifiable natural person.

Special Category Data

Personal data revealing racial or ethnic origin, political opinions, religious beliefs, trade union membership, health data, biometric or genetic data, or data concerning sexual orientation.

Processing

Any operation performed on personal data, including collection, storage, use, disclosure, or deletion.

4. Data Protection Principles

ADR Carriers Limited processes personal data in accordance with the following principles:

- Lawfulness, fairness, and transparency
 - Purpose limitation
 - Data minimisation
 - Accuracy
 - Storage limitation
 - Integrity and confidentiality
 - Accountability
-

5. Lawful Bases for Processing

Personal data is processed only where a lawful basis applies, including:

- Performance of a contract
 - Compliance with a legal obligation
 - Legitimate interests
 - Consent (where required)
 - Vital interests
-

6. Categories of Personal Data

ADR Carriers Limited may process:

- Names, job titles, and contact details
- Company and billing information
- Transport, customs, and compliance documentation
- Employment and payroll records
- Health and safety information where required by law
- Communications and correspondence

Special category data is processed only where lawful and with appropriate safeguards.

7. Use of Personal Data

Personal data is used for:

- Delivering transport and logistics services
 - Customs and regulatory compliance
 - Health and safety obligations
 - Employment administration
 - Financial accounting and invoicing
 - Legal claims and dispute resolution
-

8. Data Sharing

Personal data may be shared with:

- Regulatory and enforcement authorities
- Customs authorities and transport partners
- Professional advisers
- IT and systems providers
- Approved subcontractors

All third parties are required to process personal data securely and lawfully.

9. International Data Transfers

Where personal data is transferred outside the UK, ADR Carriers Limited ensures appropriate safeguards are in place in accordance with UK GDPR requirements.

10. Data Security

ADR Carriers Limited implements appropriate technical and organisational measures to protect personal data, including access controls, secure systems, and staff confidentiality obligations.

11. Data Retention

Personal data is retained only for as long as necessary. Retention periods are defined in the Company's Data Retention Schedule.

12. Individual Rights

Individuals have the right to:

- Access their personal data
- Rectify inaccurate data
- Request erasure where applicable
- Restrict or object to processing
- Data portability
- Withdraw consent

Requests should be submitted to:

hazload@adrcarriers.net

13. Personal Data Breaches

ADR Carriers Limited maintains procedures to identify, manage, record, and report personal data breaches in accordance with UK GDPR requirements.

14. Responsibilities

Responsibility for compliance with data protection legislation rests with the Directors of ADR Carriers Limited. All staff must comply with this policy.

15. Complaints

Any concerns regarding the handling of personal data should be raised with ADR Carriers Limited in the first instance. Individuals also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

16. Review

This policy is reviewed regularly and updated as necessary.

Last reviewed: December 2025

Next review: December 2026