

## **GDPR DATA PRIVACY NOTICE**

### **Streetwise Couriers**

As part of our business it is necessary for the Clients to submit personal data to us in order for us to carry out any Courier Services. This agreement sets out how we handle your data according to our Data Protection Policy.

STREETWISE COURIERS agrees to:

1. Process data lawfully and fairly
2. Not disclose data to third parties unlawfully.
3. Ensure data is adequate and relevant for purpose and not excessive.
4. Ensure data is accurate and kept up to date
5. Ensure data is protected adequately.
6. Ensure data is not kept any longer than necessary.
7. Ensure data is processed in accordance with the rights of the data subject.
8. Keep all staff updated regarding their Data Protection responsibilities.
9. Review all data protection procedures on an on going and regular basis.
10. Train all staff in line with data protection laws.
11. Deal with all subject access requests within a 2 week time frame.
12. Ensure all 3<sup>rd</sup> parties that may necessarily through the course of business have access to Streetwise Couriers' data, sign a confidentiality and non-disclosure agreement
13. Ensure all paper data when no longer required is shredded and a certificate of destruction obtained