

WEBSITE PRIVACY NOTICE

This privacy notice describes how IJK Couriers Ltd protects and makes use of the information you give the company when you use this website.

If you are asked to provide information when using this website, it will only be used in the ways described in this Privacy Notice. We also recommend that you read the sites terms and conditions and the Companies Privacy Policy before submitting any information. These can be access at: <http://ijkcouriers.co.uk/Privacy>

This notice is updated from time to time. The latest version is displayed on this page.

If you have any questions about this Privacy Notice, please email: info@ijkcouriers.co.uk

The categories of personal information we collect, store and process include:

- a. Personal information (such as IP Address, name, job title, company address, email).

We may also collect information to help us understand how visitors use this website and to present information to them.

- b. Website usage data
- c. Demographic information such as postcode, preferences and interests
- d. Information relevant to special offers and surveys
- e. Other information relevant to user enquiries

How we use this data

Collecting the above data helps us to understand what you are looking for and enables us to deliver improved products and services.

We may use data:

- For our own records
- To improve products and services that we provide
- To contact you in response to an enquiry
- To customise the website for you
- To send you promotional emails about our products, services, offers and other things that we think might be relevant to you
- To send you promotional mailings or to call you about products, services, offers and other things that we think might be relevant to you
- To contact you via email, telephone or mail for market research purposes

Under the General Data Protection Regulation (GDPR), the legal basis we rely on for processing personal information generated through this website for general purposes is:

- a. Necessary Legitimate Interest for the performance of a contract.

Collecting website visitor information

Our web site may also use the web site recording service that may record mouse clicks, mouse movements, page scrolling and any text keyed into website forms. Data collected by website recording is for internal use only. The information collected is used to improve our website usability and is stored and used for aggregated and statistical reporting.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about the work we do, our clients and our products and services, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.

We will not contact you for marketing purposes by email or other messaging service unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information is encrypted. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

How you can access and update your information

Under Data Protection Act 2018 and GDPR, you have the right to request access to information about you that we hold.

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please contact us.

You have the right to ask for a copy of the information we hold about you. In accordance with the Data Protection Act 2018 and GDPR, if your request is 'manifestly unfounded or excessive' or a duplicate request, we may charge you a fee to cover any costs incurred in providing you with details of the information we hold about you. When the request is made, if appropriate we will send you a fee notice, detailing the fees that will be charged. Where a fee is payable we will not send the information until we have received the fee.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: info@ijkcouriers.co.uk.

Cookie Policy

1. What are cookies?

Cookies are widely used pieces of software (files) that are installed on a computer or mobile device when an individual visit a website.

We may use cookies to:

- Analyse web traffic using an analytics package
- Identify whether you are signed in to the website
- Store information about your preferences
- To recognise you when you return to show relevant content or provide functionality you used before
- To test content on our website by showing different views or different content to groups of users

Cookies allow websites to recognise that a user on an individual computer has previously visited the site. The cookies save some information about that user for when they access the site again in the future.

By using and browsing the website, you consent to cookies being used in accordance with our policy. If you do not consent, you must turn off cookies or refrain from using the site.

Most browsers allow you to turn off cookies. To do this, look at the 'help' menu on your browser. Switching off cookies may restrict your use of the website and/or delay or affect the way in which it operates.

2. What type of cookies are there?

Broadly, there are 4 types of cookie:

Strictly necessary cookies. These are cookies that are essential to make a website work and enable features that users have specifically asked for. These types of cookies are commonly used with e-billing. Without use of cookies, these features of the website could not operate.

Performance cookies. These cookies collect anonymous information about users for the purpose of assessing the performance of a website. Common uses include well-known web analytics tools such as 'Google Analytics'.

Functionality cookies. These are cookies that automatically remember choices that users have previously made in order to improve their experience next time they visit a website. For example, where users select their preferred settings and layout.

Targeting or Advertising cookies. These cookies are similar to performance cookies, in that they collect information about users' behaviour. However, this information is used at individual user level to advertise products and services to users on the basis of the behavioural information collected.

3. What cookies does the website use?

You can use your browser settings to determine how our website uses cookies on your computer. If you do not want our website to store cookies on your computer or device, you should set your browser settings accordingly. Please note however that this may affect how our website functions and some pages and services may become unavailable to you.

When you provide details or complete a form on our website you will see one or more tick boxes allowing you to opt in to receive marketing communication from us by email, mobile, text message or mail. If you have agreed that we can use your information for marketing purposes you can change your mind by either sending an email to info@ijkcouriers.co.uk.

We will not sell or otherwise distribute your information to third parties unless the law requires us to or we have your permission.

Any personal information that we hold about you is stored securely and processed in line with the Data Protection Act 2018.

Links from our site

Our website may contain links to other websites. Please note that we have no control of websites outside the IJK Couriers Ltd domain. If you provide information to a website to which we link, we are not responsible for its terms and conditions and privacy. You are advised to read such sites policies fully.