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### 1. Privacy Policy

Logos Logistics Ltd holds and uses personal information relating to Staff, Suppliers and Customers in accordance with the principles of data protection as detailed within the new General Data Protection Regulation ("GDPR") 2018. The GDPR replaces the Data Protection Act 1998.

Logos' goal is that our data subjects will understand what data it holds and why, when and on what basis it may share that data and that our use of personal data will always be in the interests of the subject themselves.

#### **Our Privacy Statement**

Recent changes to data protection laws protect all employees and give them more control over how and where their personal information is used.

As a responsible employer, Logos will ensure the personal information currently held during an employee's employment with Logos Logistics Ltd is treated with the utmost respect and we commit to storing this data securely and will never share this with anyone else without that employee's permission or in their best interest.

#### **Information we collect and use**

- Personal Data
- Name
- Address
- National Insurance Number
- Home and Mobile Telephone Number
- Bank Account Details
- Email Address
- Emergency Contact Information
- Passport
- Driving Licence
- Medical Fitness Statement
- Record of Employment
- Contract of Employment
- Training Certificates and Competency Cards
- Pay Slips
- P60 Forms
- Pension Registration Information
- Online Operations Photographs - website

#### **What we use your information for?**

Logos takes the privacy of its employees seriously and will only ever collect and use information which is personal to them where it is necessary, fair and lawful to do so. Logos will collect and use employee information only where:

- It is necessary for the organisation's payment and personnel records
- It's necessary to provide a contractor or customer with an employee's details - usually necessary for access to site.
- It's in the legitimate interests of Logos Logistics e.g. so it can carry out its obligations arising from any contractual agreements with employees, customers, suppliers, legal partners etc.



If an employee does not wish Logos to collect and use their personal information in these ways, it may mean that Logos will be unable to accommodate your employment rights and will review your contract with them as necessary.

### Who Logos may share your information with?

Logos may share its employee's information with third parties for the reasons outlined in 'What we use your information for'. These third parties include:

- Organisations Logos has chosen to support it in the delivery of the products and services it offers to its customers.

Logos will never sell its employee's details to someone else. Whenever it shares an employee's personal information, it will do so in line with its obligations to keep all personal information safe and secure.

### Where employee information is processed?

All of Logos' employee's information is processed in the UK

### How Logos protects its employee's information?

Logos takes information and system security very seriously and it strives to comply with its obligations at all times. Any personal information which is collected, recorded or used in any way, whether on paper, online or any other media, will have appropriate safeguards applied in line with Logos' data protection obligations.

Employee information is protected by controls designed to minimise loss or damage through accident, negligence or deliberate actions. Logos employees also protect sensitive or confidential information when storing or transmitting information electronically.

The organisational security controls are aligned to good practice; providing a control environment that effectively manages risks to the confidentiality, integrity and availability of employee information.

### How long does Logos keep employee information?

Logos will keep employee's personal information only where it is necessary to provide its services. Logos may also keep employee information after this period but only where required to meet regulatory obligations. The length of time we keep information for these purposes will vary depending on the obligations Logos need to meet.



Employees have several rights in relation to how Logos Logistics uses their information. They are:

- **Right to be informed**  
Employees have a right to receive clear and easy to understand information on what personal information Logos has, why and who Logos shares it with – Logos does this in its Privacy Policy and Privacy Statement.
- **Right of access**  
Employees have the right of access to your personal information. If an employee wishes to receive a copy of the personal information we hold on them, they may make a data subject access request (DSAR). This can be done in writing or verbally.
- **Right to request that your personal information be rectified**  
If your personal information is inaccurate or incomplete, you can request that it is corrected.
- **Right to request erasure**  
Employees can ask for their information to be deleted or removed if there is not a compelling reason for Logos Logistics to continue to have it.
- **Right to object**  
Employees can object to Logos Logistics processing their personal information where:
  - it's based on Logos' legitimate interests
  - for direct marketing
  - if Logos were using it for scientific/historical research and statistics.

### How to make a complaint

Logos will always strive to collect, use and safeguard their employee's personal information in line with data protection laws. If employees do not believe Logos has handled their information as set out in this privacy statement, please contact a member of the management team.

If employees are still not satisfied, they can complain to the Information Commissioner <https://ico.org.uk/concerns/>

### Disseminating/Reviewing Policies and Procedures

Logos Logistics policies and procedures are reviewed annually unless directed otherwise by changes in law and legislation, changes in senior management or if a breach of policy / procedure occurs. Any changes or amendments are clarified and shared with staff, directors, customers and suppliers where appropriate.

Logos adhere to best practice guidelines and aim to involve all relevant employees in the development of any policies that affect them.

Signed:

Name: Emma McGibbon

Position: Director

Date: 04.03.22



### 2. Introduction

Logos understands that importance of an individual’s personal data and how it is used. Logos wants its employees to trust that Logos uses their personal data carefully. This privacy policy will help employees understand what personal data Logos collects, why it’s collected and what Logos does with it. This privacy policy has been created and issued in accordance with:

- **General Data Protection Regulations 2018**

Conformance with this privacy policy is mandatory throughout the organisation.

Logos will communicate all policies and processes to its workforce and ensure continuous improvement, by implementing the ‘Plan. Do. Check. Act.’ management cycle and promoting an environment of active and open participation.

### 3. Purpose

Logos’ privacy policy details the steps taken to ensure that employee’s personal information is secure and used responsibly by Logos at all times throughout an employee’s employment.

### 4. Definitions

<b>The Organisation / Company</b>	Logos Logistics Ltd / Logos
<b>Site</b>	Any location, where work is undertaken during operations for Logos Logistics Ltd as part of or in advance of a formal contract.
<b>Employee</b>	Any member of staff employed directly by Logos Logistics.
<b>Sub-Contractor</b>	Any in-direct employee who is representing Logos Logistics Ltd during the agreed contract, under the name of a third-party contractor.
<b>Personal Data</b>	Any information relating to an identified or identifiable individual. An identifiable individual is one who can be identified directly or indirectly, in particular, by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity.
<b>Consent</b>	Any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.
<b>Third Party</b>	A natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

### 5. Accessibility of Policies, Processes and Procedures

Upon review of all Logos Logistics’ policies, processes and procedures, they are communicated to all employees annually. If there are any changes made between reviews – due to reasons such as workplace accidents / incidents, change of management, changes in legislature etc – then the updated documents will again be communicated to all employees. Communication of this documentation is done via email and the Logos company-wide app.

All policies, processes and procedures are available to employees and customers on request.



### 6. Documentation Control

As per Logos' quality management system, all documentation which helps to shape the service provided by the organisation is controlled to ensure:

- All employees are using the same documentation - that being the most current and up to date versions.
- Old, obsolete versions are archived and removed from active folders.
- Documents are revised as and when required and reissued as necessary

### 7. Responsibilities

As per the section 7 of the Health and Safety at Work Act 1974, all employees have a responsibility to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work. They must also co-operate with the employer to enable compliance with legal requirements.

As part of the employee's duties under the Management of Health and Safety at Work Regulations 1999, equipment and materials must be used in accordance with any instruction and training received.

Employees must also inform Logos Logistics of:

- any work situation that represents serious and immediate danger to health and safety.
- any shortcomings in Logos' arrangements for Health and Safety.

The Managing Director has ultimate responsibility for the health, safety and welfare of the company's employees while senior management, including supervisors shall ensure the implementation and adherence of this procedure at all times.

### 8. Communication and Consultation

To effectively encourage the interest and ownership by all Logos employees, the organisation will involve workers in decision making processes. This will be done by consultation and sharing all relevant information using effective forms of communication as deemed appropriate by Logos. This may include emails, the Logos company app, health and safety training / awareness days, staff inductions, toolbox talks / task briefings as well as pre-planned or responsive (after an incident) safety meetings.

Logos have a legal duty to consult with our employees on matters relating to health and safety, which are underpinned by the Health and Safety (Consultation with Employees) Regulations 1996. Logos will consult on matters such as:

- the introduction of measures which may affect the health and safety of employees
- plans for health and safety training
- the appointment of safety advisors
- the introduction of new technology into the workplace which may affect health and safety



### 9. Implementation

Logos supports the implementation of training and awareness of data protection practices to ensure Logos' commitment to a transparent working environment throughout its operations.

This privacy policy will be:

- reviewed annually and approved by senior management before being communicated to all employees.
- reviewed as a result of an incident / near miss / change in management / change in legal legislation and regulations before being communicated to all employees.
- made available to all employees and sub-contractors upon request at any time
- made available to all customers upon request at any time

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Signed:

Name: Emma McGibbon

Position: Director

Date: 04.03.22

