

# Privacy Policy

---

7<sup>th</sup> June 2019

Version 1.0

**PRIORITY<sup>®</sup>**  
**EXPRESS**

Simplicity Delivered™



# Privacy Policy for Priority Express Couriers Ltd

In this privacy policy we explain how we will use the personal data we collect from you. By submitting your personal information to us on our website, you consent to the terms and conditions of this Privacy Policy. If you do not consent to the terms and conditions of this Privacy Policy, you should not submit your personal information to us. The Privacy Policy applies to this Priority Express website and does not apply to other companies, organisations, individuals or other websites that may be linked to our website.

## 1. Personal information we collect and how we use it

### 1.1

When you register for our services, place orders or log in as an account holder on our website, we will collect some or all of the following information from you:-

Your company or trading name, your name or a contact name, address, telephone/fax numbers, emails address, bank details including account number and/or credit or debit card numbers. Bank account and credit or debit card numbers are collected for the purpose of invoicing you for the Priority Express services you order/book from time to time.

### 1.2

We may also collect information about your use of our website. We do this by using cookies.

### 1.3

We may collect information from visitors to our website and users of our services in an anonymous form to analyse our business and provide statistics about the Priority Express services, sales, customers, traffic profiles and other site information. We will use this information to measure the use and to improve the content of our website.

## 2. What happens to your personal information

### 2.1

Priority Express does not sell, rent or transmit personal information to other companies except as set out in this Privacy Policy.

By submitting personal information to us on our website you consent to receive information from Priority Express about our services from time to time. You may opt out of such communication by sending an email to [customercare@priorityexpress.co.uk](mailto:customercare@priorityexpress.co.uk) and following the unsubscribe instructions set out within each email sent to you by Priority Express.

### 2.2

Priority Express may disclose your personal information to other companies or third parties that are engaged to perform services to us on our behalf. Third parties may only use the data for the purpose for which it was provided. We may also allow third parties to use information we hold about you as part of the process of selling one or more of our businesses or if we have been asked to provide information for legal purposes.

## 2.3

From time to time these other companies or third parties may be outside the European Economic Area, in countries that may not have the same standards of protection for personal data as in the UK. By submitting personal information to us, you consent to such transfer.

## 3.Cookies

### 3.1

Cookies are small files which identify your computer to our server. They are placed on your computer for the purpose of facilitating and enhancing your communication with our website. They do not identify you as the individual user, only the computer that is being used.

### 3.2

You may restrict or stop the placement of cookies on your computer or remove them from your browser by adjusting your browser preferences. You may still use our website if you do this but it may affect the functionality of our website. We do not use cookies to retrieve information from your computer that are unrelated to our website or your use of our website.

## 4.Links to other websites

### 4.1

Our website may contain links to other sites that are unrelated to Priority Express. This Privacy Policy is not applicable to any of these sites and Priority Express is not responsible for the practices of any of these websites.

## 5.Changes to the Privacy Policy

Priority Express reserve the right to, change, modify, add or remove any part of the Privacy Policy from time to time. Should Priority Express change this Privacy Policy, the changes will be posted on our website. By continuing to use our website after any changes have been posted, you accept such changes.

## 6.Security

The security of your personal information is very important to us. We will attempt to ensure that the transmission of your information to our server is protected by the use of encryption software. We will ensure the appropriate measures are in place to prevent unauthorised access to or unlawful processing of your personal data. However, due to the inherent open nature of the internet, Priority Express cannot guarantee that communications between you and us will be free from unauthorised access by third parties. Your use of our website demonstrates your acceptance of this risk.

## **7.Your Rights**

If you have any concerns regarding the collection, use and retention of your personal information by Priority Express, or if you do not want to receive information from us, please contact us at the address below:-

Priority Express Couriers Ltd  
Unit 5 Albert Road  
St Phillips  
Bristol  
BS2 0XJ  
Tel. 0117 916 5090 or email [customercare@priorityexpress.co.uk](mailto:customercare@priorityexpress.co.uk)