

# Privacy Policy

*CAF Haulage & Recovery Limited*

Last updated: January 2026

CAF Haulage & Recovery Limited (“we”, “us”, “our”) is committed to protecting your privacy and handling personal data responsibly and lawfully. This Privacy Policy explains how we collect, use, store, and protect personal data in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable laws.

## 1. Who We Are

CAF Haulage & Recovery Limited is the data controller for personal data processed by the company.

Registered Address:

49a–49c Main Street

Ballymoney

BT53 6AN

Contact Email: [help@cafhaulage.co.uk](mailto:help@cafhaulage.co.uk)

## 2. Personal Data We Collect

We only collect personal data that is necessary to meet our legal and employment obligations or to operate our business lawfully.

This may include:

- Name
- Address
- Date of birth
- Contact details (email address)
- National Insurance number
- Right-to-work documentation

- Driving licence details (where required for the role)
- Employment and payroll records
- Tax and pension information

### 3. Sensitive Personal Data

CAF Haulage & Recovery Limited does not knowingly collect or store sensitive personal data (also known as special category data), including:

- Medical or health information
- Racial or ethnic origin
- Religious or philosophical beliefs
- Political opinions
- Trade union membership

- Biometric or genetic data

If any such data is provided unintentionally, it will not be retained unless required by law.

### 4. Lawful Basis for Processing

We process personal data only where permitted by law, including:

- To comply with legal obligations (such as employment, tax, or transport regulations)
- To perform an employment contract
- Where we have a legitimate business interest that does not override individual rights

### 5. How We Use Personal Data

Personal data is used strictly for purposes such as:

- Employment administration
- Payroll and tax reporting
- Compliance with employment, transport, and health & safety laws
- Verification of legal working status and qualifications
- Necessary business communication

We do not use personal data for marketing, profiling, or automated decision-making.

## 6. Data Storage and Security

We take appropriate technical and organisational measures to protect personal data from unauthorised access, loss, misuse, or disclosure.

Access to personal data is limited to authorised individuals only.

## 7. Data Retention

We retain personal data only for as long as required by law or for the purposes for which it was collected.

When data is no longer required, it is securely deleted or destroyed.

## 8. Data Sharing

We do not sell or trade personal data.

Personal data may only be shared where legally required, such as with:

- HM Revenue & Customs (HMRC)
- Pension providers
- Regulatory or enforcement authorities

## 9. Your Data Protection Rights

Under UK GDPR, you have the right to:

- Request access to your personal data
- Request correction of inaccurate or incomplete data
- Request deletion of your data where legally permitted
- Request restriction or object to processing in certain circumstances

Requests can be made using the contact details above.

## 10. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in legal requirements or business practices. Any updates will be published on this page.