



General Data Protection Regulation (GDPR)

We are publishing this document to advise you regarding our policy regarding Data security and protection in compliance with GDPR that will come into effect on 25th May 2018. We treat data security very seriously and can confirm all information we hold on your company is held securely.

This is the Information we hold

- COMPANY NAME
- CONTACT NAME
- JOB TITLE
- ADDRESS
- CONTACT NUMBER
- EMAIL ADDRESS
- SORT CODE AND BANK ACCOUNT DETAILS (FOR SUPPLIERS PAID BY BANK TRANSFER)

This is how we hold this information

This information is held on our server. Only Aster Logistics Srl staff and our IT support have access to this server and all access to it is password protected.

This information is also held in our filing system in a secure office that is only accessible by our authorised personnel and is locked, alarmed and secure when the office is closed.

This is how your information will be used

The information we hold enables us to provide freight forwarding & logistics services to you. These services may involve a collection and delivery service and we may need to contact you regarding this. We will at times need to share your information with Government agencies and business partners in relation to the clearance of imports and export services, but they will also be GDPR compliant.

This is how your financial information will be used

We will also use this information in relation to accounting and banking to enable invoicing and payments to be received and allocated but this information is only accessible by our authorised personnel and access is password protected.



Marketing

From time to time Aster Logistics Srl may send marketing material relevant to your company's requirements via email. Our promotional emails all contain an easy "opt out/unsubscribe" facility should you no longer wish to receive them in the future. All promotional emails are sent via a GDPR compliant e-mail marketing solution.

Data Breach

In this event Aster Logistics Srl will investigate and report any personal data breach within 72 hours

Your Rights

You are entitled to request a copy of our privacy policy or details of all personal data we hold for you and can request amendments or removal of all or any of that information. If you should require this, please email us on info@asterlog.com or you can call us on +39.02.3347621

You also have the right to complain to the regulator for the Data Protection act and you can contact them on: Email: garante@gpdp.it

Postal address: helpline +39.06.696771
Garante per la protezione dei dati personali
Piazza di Monte Citorio, 121
00186 Roma - Italy

If you would not like to receive any further information from us you can unsubscribe at any time by emailing us at info@asterlog.com

Yours faithfully

Aster Logistics Srl
Via Triboniano, 103
20156 Milano - Italy
Tel +39.02.3347621 Fax +39.02.33496447