



## Veracis Ltd Privacy Policy

This policy describes how we use the personal data of people in your company, either that we collect independently or that you provide us. Veracis has conducted an ICO online “Lawful Basis assessment report” and believes that this data is correctly processed under the lawful basis of “contract” and “legitimate interests”.

### The statute

Veracis endeavours to adhere to the principles of the GDPR, which we summarise as processing personal data:

- Lawfully and transparently
- For specified and legitimate purposes
- Appropriate for the purposes
- Accurately and kept up to date
- Applying appropriate security
- Being kept no longer than necessary for the purposes

### Information collected

The names and identification numbers (e.g. passport or NI number) of key staff involved in Customs compliance, the International Supply Chain or as main shareholders or directors of the company; names of accounts and administrative staff provided in the normal routine of business.

### Use of information

This data is used in accordance with your instructions to Veracis and contracts entered into regarding consultancy for AEO and duty/VAT compliance services in your dealings with HMRC, and in particular, as required by the HMRC application form for AEO accreditation.

The data will not be released to any third party in any circumstances without your express consent.

### Access to information

Veracis does not hold any data other than as correspondence related to and drafts of documents intended to be submitted to HMRC by you. As such, no access by you should be required but you may at any time request to see, modify or delete the copy of the information that we hold.

### Security and retention of information

Data containing company and personal information is held within password protected files and where necessary within encrypted drives. Paper documentation is shredded where possible.

Veracis does not internally mandate a retention schedule. It may be required to refer to Customs compliance issues over a timespan of at least six years or to update AEO policies and procedures over any length of time.

### Breach of information

A security procedure is in place to manage actions in the event that any data is accessed by a third party.