



PRIVACY POLICY

Hawkins Transportation LLC respects your privacy and is committed to protecting your personal data. This privacy notice informs you about how we manage your personal data when you visit our website (from any location) and informs you about your privacy rights and legal protections.

1. IMPORTANT INFORMATION AND WHO WE ARE

Purpose of this Privacy Notice

This privacy notice provides information on how Chauffeur Services Group collects and processes your personal data through your use of our website, including any data you may provide when you sign up for our newsletter, book a service, or purchase a product.

Our website is not designed for children, and we do not intentionally collect data from children.

2. We advise you to read this privacy notice along with any other privacy or processing notice we may provide on specific occasions when we collect or process your personal data. This notice complements and does not override them.

Controller

Chauffeur Services Group is the controller and responsible for your personal data (referred to as "we", "us", or "our" in this privacy notice).

We have appointed a Data Privacy Manager responsible for overseeing this privacy notice. If you have any questions, including any requests to exercise your legal rights, please contact the Data Privacy Manager using the details below.

Contact Details

Phone: 1 (617)935-1766 Email: info@hawkinstransportationll.com Address: Roslindale MA, 02131

You have the right to lodge a complaint at any time to the relevant supervisory authority for data protection issues. However, we would appreciate the opportunity to address your concerns before you approach the authority, so please contact us first.

Changes to the Privacy Notice and Your Duty to Inform us of Changes

This version was last updated on [Date]. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Third-party Links

Our website may include links to third-party websites, plug-ins, and applications. We do not control these external sites and are not responsible for their privacy policies. When leaving our website, we encourage you to read the privacy notice of every website you visit.

2. THE DATA WE COLLECT ABOUT YOU

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

The types of personal data we collect include Identity Data, Contact Data, Financial Data, Transaction Data, Technical Data, Profile Data, Usage Data, and Marketing and Communications Data. We may also collect and use Aggregated Data for any purpose, though this does not directly or indirectly reveal your identity.

We do not collect Special Categories of Personal Data or information about criminal convictions and offenses.

If You Fail to Provide Personal Data

Where we need to collect personal data by law, or under the terms of a contract with you, and you fail to provide it, we may not be able to perform the contract (e.g., provide you with our services). In this case, we may have to cancel a service you have with us but will notify you if this is the case.

3. HOW IS YOUR PERSONAL DATA COLLECTED?

We use various methods to collect data from and about you, including through direct interactions (when you provide data to us) and automated technologies or interactions (as you interact with our website).

4. HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when legally permitted. The most common uses of your personal data are for performing a contract with you, for our legitimate interests where they do not override your rights, and for complying with legal or regulatory obligations.

Purposes for which We Will Use Your Personal Data

We have detailed in a table format the specific purposes for which we use your personal data, the types of data used, and the lawful basis for processing.

5. DISCLOSURES OF YOUR PERSONAL DATA

We may share your personal data with external third parties for the purposes outlined in section 4. These third parties include service providers, professional advisers, and authorities who require reporting of processing activities in certain circumstances.

6. INTERNATIONAL TRANSFERS

We do not transfer your personal data outside the United States according to the American Data Privacy and Protection Act (ADPPA).

7. DATA SECURITY

Your data is stored securely with a United States Tier 1 Data Host provider. We have implemented security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. We limit access to your personal data to those who have a business need to know.

We have procedures in place to deal with suspected personal data breaches and will notify you and any applicable regulator where legally required.

8. DATA RETENTION

We will only retain your personal data for as long as necessary to fulfill the purposes we collected it for, including for tax or legal purposes. In some cases, we may anonymize your personal data for research or statistical purposes.

9. YOUR LEGAL RIGHTS

You have rights under data protection laws in relation to your personal data, including the right to request access, correction, erasure, restriction, transfer, to object to processing, to withdraw consent, and other rights.

No fee is usually required to exercise these rights, but we may charge a reasonable fee or refuse to comply with requests under certain circumstances.

We may need specific information from you to help confirm your identity and ensure your right to access your data or to exercise any of your other rights.

10. GLOSSARY

Explanation of lawful bases, third parties, and a detailed list of your legal rights under data protection laws.

11. GLOSSARY

Lawful Basis

- **Legitimate Interest:** This means the interest of our business in conducting and managing our operations to provide the best service/product and secure experience. We balance this against any potential impact on you and your rights.
- **Performance of Contract:** This entails processing your data when it's necessary for the performance of a contract you are a part of, or to take steps at your request before entering into a contract.
- **Compliance with a Legal or Regulatory Obligation:** This means processing your personal data where it's necessary for compliance with our legal obligations.

Third Parties

- **Service Providers:** Third parties who provide IT and system administration services.
- **Professional Advisers:** Including lawyers, bankers, auditors, and insurers who provide consultancy, banking, legal, insurance, and accounting services.
- **Regulatory Authorities:** HM Revenue & Customs, regulators and other authorities who require reporting of processing activities in certain circumstances.

Your Legal Rights

- **Request access:** To your personal data and to certain other supplementary information that this Privacy Notice is already designed to address.
- **Request correction:** Of any mistakes in your data or supplement incomplete data we hold on you.
- **Request erasure:** Of your personal data in certain situations.
- **Receive the personal data:** Concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations.
- **Object at any time:** To processing of personal data concerning you for direct marketing.
- **Object to decisions:** Being taken by automated means which produce legal effects concerning you or similarly significantly affect you.
- **Object in certain other situations:** To our continued processing of your personal data.
- **Otherwise restrict our processing:** Of your personal data in certain circumstances.

Contact Us If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us using the details provided under 'Contact Details.'

Closing Statement:

We appreciate your trust in providing us your personal data, promising to use it responsibly and keeping it secure. This Privacy Policy is intended to help you understand our practices and your rights related to your personal data.