

# HAULIER ID SYSTEM TERMS AND CONDITIONS (‘TERMS’)

THE MERSEY DOCKS AND HARBOUR  
COMPANY LIMITED

# HAULIER ID SYSTEM TERMS AND CONDITIONS ('TERMS')

**The Mersey Docks and Harbour Company Limited (company no. 07438096) of Maritime Centre, Port of Liverpool L21 1LA (the "Company") reserves its right to alter or amend these Terms and/ or terminate the Terminal Registered User Card ("TRUC") at any time without notice.**

These Terms are in addition to and supplement the Standard Terms and Conditions for Container Terminals operated by members of Peel Ports Group or such other terms and conditions as may be in force from time to time.

The TRUC has been issued by the Company and remains the property of the Company's parent company, Peel Ports Group Limited at all times. The TRUC identification card is issued to you by the Company as evidence of your status as being an employee of a haulage company having access to the controlled area within the Port of Liverpool.

You are required to comply with all rules, regulations and byelaws in force at the Port of Liverpool including but not limited to any PPE or health and safety requirements. Failure to do so may result in revocation of the TRUC, refusal to permit access, and/or ejection from the Port of Liverpool.

The Company and/or Peel Ports Group Limited reserve the right at any time to withdraw from an individual or haulage company the right of access to the Port of Liverpool or any part thereof and request that the TRUC be surrendered on demand.

On application and renewal of the TRUC, you will be required to produce an original valid driving licence by way of proof of identity and also to verify that you hold an appropriate category HGV licence.

The TRUC must be appropriately displayed on the user at all times when within a controlled area.

You are required to take responsible care of the TRUC in order to prevent damage, loss, theft or misuse. Replacement cards will be charged at the published rates.

In the event of the TRUC being lost, stolen or if you believe it may be or is being misused, you must immediately contact Customer Services on 0151 949 6181 or by visiting Customer Services at the Driver's Reception at the Port of Liverpool. Once reported, the TRUC will be cancelled with immediate effect.

If the photograph on the card becomes unrepresentative of your current appearance or any of the particulars change (name, company details etc.), then please visit the Customer Services department at the Driver's Reception, Port of Liverpool for a replacement. Failure to do so may result in your not being serviced or granted access to the controlled area.

If at any subsequent visit your biometric reading does not work, please go to the Customer Services department at the Port of Liverpool Container Terminal, where they will resolve the problem.

The TRUC must be renewed at least every two years unless otherwise indicated upon the card. You may cancel the TRUC at any time. If you wish to cancel the TRUC, please go to the Customer Services department at the Port of Liverpool Container Terminal, or notify [customer.services@peelports.com](mailto:customer.services@peelports.com) or by calling 0151 949 6181. We reserve the right to request proof of identity to ensure we are cancelling the correct TRUC.

The Company reserves the right to charge a reasonable fee for the issue of a TRUC, and in respect of each TRUC renewal. The current prevailing fee will be advised upon application. The fee is payable upon application for a new or renewed TRUC. We reserve the right to decline issuing a TRUC due to non-payment of the fee, or, if a TRUC has been issued but payment has not been received, we reserve the right to cancel the TRUC. Any subsequent application would bear a further fee.

## TRUC Privacy Notice

### At Peel Ports we are committed to respecting your privacy.

Peel Ports is made up of different legal entities, details of which can be found on the Peel Ports website at <https://www.peelports.com/legal-info>. The Company and Peel Ports Group Limited group of companies (Peel Ports) are “data controllers”. This means that we are responsible for deciding how we hold and use personal information about you. We have appointed a Group Data Protection Officer (contact details below), who is responsible for overseeing questions in relation to this TRUC Privacy Notice. Our general Privacy Notice is available at [www.peelports.com/privacy-notice](http://www.peelports.com/privacy-notice) or on request. This notice is specifically in relation to the TRUC.

### Personal data we collect and why.

When applying for your TRUC, personal identification data will be collected by the Company. We will collect:

- Full name;
- Facial photograph; and
- Biometric data in the form of an electronic copy of a thumb or finger print - You will be required to register a biometric reading of your capillaries which will then be converted by algorithm and stored securely – please note this does not store an image of your fingerprint.

The legal basis for processing this information is that it is in the Company’s legitimate interest to know who is accessing a sensitive secure area of the Port of Liverpool. It is also necessary for compliance with a legal obligation to which the Company is subject.

Your biometric data, as a special category of sensitive personal data will be processed on the basis that it is in the substantial public interest to do so, given that the processing of the data for the TRUC is necessary for the prevention or detection of an unlawful act.

Moreover and alternatively, the TRUC is a voluntary process and in applying for a TRUC, you are providing explicit consent to the Company (and/or any other members of Peel Ports) holding the above personal data and using it for the specific purposes identified.

How do we protect your personal data?

The Company will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with our general privacy notice set out at [www.peelports.com/privacy-notice](http://www.peelports.com/privacy-notice).

The data you provide will be stored in a secure database and will only be used for the purpose of enabling you to access the controlled area of the Port of Liverpool and to maintain a record of who has accessed this area.

As indicated above, we store and use biometric data securely using appropriate pseudonymisation techniques to protect the identities of the individuals concerned and without storing an actual image of your fingerprint. The Company has put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where the Company is legally required to do so. Your personal data is stored in electronic records, which are maintained by the Company. We will not export your data outside of the EEA unless required to do so as per the next section of this notice.

### Who do we share your personal data with?

In some circumstances we may share your personal data with the parties set out below:

- Companies within Peel Ports Group that act as joint controllers or processors and are based in the European Economic Area in order to provide IT, administration and support services.
- Third parties (including service providers and professional advisers acting as processors who provide administration and support services).

The Company will share your personal information with third parties where required by law or where we have another legitimate interest in doing so. We require third parties to respect the security of your data and to treat it in accordance with the law. We do not allow our employees or these third parties to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

There are certain other exceptional circumstances in which we may disclose your information to third parties. This would be where we believe that the disclosure is:

- Required by law, or in order to comply with judicial proceedings, court orders or legal or regulatory proceedings;
- Necessary to protect the safety of our employees, our property or the public
- Necessary for the prevention or detection of crime, including in connection with our investigations, and exchanging information with other companies or organisations for the purposes of complying with our legal obligations regarding security at the Port of Liverpool.

## How long do we keep your personal data?

The Company holds your personal data for duration that you hold a TRUC. If your TRUC expires or is cancelled, we will only retain your name, photograph and an algorithmic record of the TRUC use at the Port of Liverpool. We only retain this for so long as is necessary for the reasons for processing as stated above. All other data, including the biometric data, is deleted.

## What rights do you have in respect of your personal data?

You have the right to request access to, and transfer, rectification or erasure of, your personal data. You may object to the processing of your personal data or request a restriction to the way it is processed. You also have the right to lodge a complaint with a supervisory authority.

If you wish to exercise the above rights, please contact us. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## Who to contact if you have questions

If you have any questions about this privacy notice or how we handle your personal data, please contact our Group Data Protection Officer (DPO), who is based at Maritime Centre, Port of Liverpool, Liverpool, L21 1LA and can be contacted by email at [GroupDataProtectionOfficer@peelports.com](mailto:GroupDataProtectionOfficer@peelports.com) or in writing to:

**Caroline Marrison Gill**  
**Group Data Protection Officer**  
**Peel Ports Group Limited**  
**Maritime Centre**  
**Port of Liverpool**  
**L21 1LA**

If you have a complaint in connection with the way we have processed your personal data you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. See [www.ico.org.uk](http://www.ico.org.uk).