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## **Bagforce Aggregates Group Limited**

### **Statement to Suppliers - GDPR**

The legislation of the EU General Data Protection Regulation (GDPR) comes in to effect on the 25<sup>th</sup> May 2018.

It is intended to extend additional protection for individuals, companies and their data, providing greater transparency and control over where their data is saved and used.

With this in mind we are producing this statement to advise how we collect and process your data.

We hold on file for ongoing use (where appropriate) information on our suppliers, this information includes everything we need to process your invoices such as trading name and addresses and bank details

We may also hold contact details for key personnel so that we can place orders with your organisation. Where we keep personal data we do this to maintain a trading relationship and do not pass any of this information to third parties.

Our systems are password protected and your bank details are not held in paper form.

Our paperwork which will include purchase orders is kept under standard document retention laws and are destroyed thereafter

We have reviewed where and how we collect, use and store personal data and we are updating policies, standards, training and documentation where required. We are working to ensure the accuracy of personal data and enabling it to be erased or rectified in accordance with our obligations. Our aim is to limit the use and storage of personal data wherever possible.

If you have dealt with us at any point and do not want your details to be held please let us know and we will safely and securely remove your from our database.

To contact us about anything to do with your personal data and data protection please use the following details:

Email: [enquiries@bagforce.co.uk](mailto:enquiries@bagforce.co.uk)