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## GDPR Group Policy Statement

Ham Baker Group, and associated subsidiaries, are committed to respecting our customer's privacy and protecting any associated personal data.

This Policy seeks to explain our approach with regards to handling any personal information we may hold that is protected under the General Data Protection Regulations (GDPR).

The information we receive from stakeholders such as suppliers and customers are obtained under our trading relationship and are used for the fulfilment of our commercial contracts.

Examples of information retained are contact names, email and/or postal address, and phone numbers. This will be associated with the supply of products and services, and projects you may have been involved with. This information is used to source and provide our products and services.

We will keep your personal information for as long as we have reasonable business needs, which includes managing our ongoing relationship with you. Thereafter we will keep your personal information in line with legal and regulatory requirements or guidance.

Our team members hold this information in project files or within their contacts, and this information is available within our order processing, and email systems. It may also be recorded on our CRM database. This information will be accessible by employees from within the Ham Baker Group.

Your contract details may be shared with third party providers to fulfil a contract requirement, such as with hauliers and sub-contractors due to attend client's premises. We will not offer or sell your data to a third party without your prior consent.

We will ensure the security of your information, in both electronic and paper formats.

We do not seek to mailshot our business customers, but if we do send you any email or postal marketing, we will ensure you are able to opt-out of any future marketing communications.

This Policy is subject to periodic review and update and will be hosted on our website. Should you at any time wish to access, amend, or delete any personal data we may hold, then please discuss this with your Ham Baker contact, or email [info@hambakergroup.com](mailto:info@hambakergroup.com)

**David Cardwell**  
Group Managing Director

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