

# The Landscape Group Oxford

## GDPR Assurance Statement and Privacy Policy

### Information we hold about you:

#### Suppliers

Company name and address (including all site locations)  
Company contacts (such as sales representatives, accounts, parts etc.)  
Various email addresses as supplied by you  
Various telephone and fax contact numbers as supplied by you  
VAT number (if applicable)  
Bank account details so we can make payment

#### Customers

Name and address as supplied by you  
Email address as supplied by you  
Various phone numbers as supplied by you

### How we store information:

We take data protection seriously and ensure that we have the appropriate means to store physical and digital data securely. All digital information is stored on password protected PCs and all physical information is held in a locked office. We keep the minimum amount of data necessary to conduct business with you and limit the accessibility of such data to the individuals necessary to be able to conduct such business.

### How we use your information:

Under Articles 13 & 14 of the GDPR you have the right to be informed about how the data we hold is being used.

We take your privacy seriously and will only use your information to provide you with information relating to trading with us, including orders, quotations and general correspondence. The information we hold about your company allows us to hold up to date accounts, for delivery purposes, order processing and payment purposes. We never share any of your data to third party companies other than for legitimate reasons, for example collection or delivery of materials. If necessary we may disclose your details for legal reasons i.e. to fraud prevention agencies, credit check companies, however all information passed on will be conducted within GDPR guidelines and for the purposes of trading. We will never sell your data to third parties.

Under Article 15 of the GDPR you have the right to request to access the data we hold about you. Please contact us if you would like to request this.