

## **Sibley Material Movements Ltd**

### **Privacy Statement**

Sibley Material Movements Ltd (SMML) is committed to ensuring ongoing compliance with the General Data Protection Regulation (GDPR).

#### **Collection and use of Personal information**

SMML will store and utilise company address details, contact names, job titles, telephone numbers, email addresses and any other personal information that you choose to provide to us.

We use personal information to communicate with you in the course of processing business transactions to include processing orders, raising invoices, processing payments, account setup and maintenance.

We use technology provided by credit reference agencies that processes personal information that you provide to us in order to analyse your creditworthiness.

#### **How we share your personal information**

We may share your personal information with third party providers in order for us to process payments, our accountants, auditors, lawyers or similar advisers relating to professional advice.

We do not sell your contact information.

#### **How long we keep your personal information**

We retain your personal information for no longer than is necessary for the purposes for which the personal information is collected, taking into account legal obligations and other statutory requirements.

Otherwise, we securely erase your information once this is no longer needed.

#### **Security**

We take the safeguarding of information very seriously and have processes in place to ensure that your data is stored securely at all times. In order to prevent unauthorised access or disclosure, we have put in place suitable electronic and manual procedures to safeguard and secure the information we collect.

#### **Contact us**

For further information about this Privacy Statement generally or to make a complaint please contact us on 023 8073 7773

Please inform us immediately if you are not happy for us to retain this information and to continue using it in the ways outlined within this document.

## **Sibley Material Movements Ltd**

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Telephone: 023 8073 7773      Website: [www.materialmovements.com](http://www.materialmovements.com)

Company Registered No: 00297898