

## Privacy Statement - Supplier

As a Company H J Lea Oakes Ltd and Oakes Millers Ltd (“we”, “us” or “the company”) process personal data about our suppliers to enable us to fulfil our contractual obligation to you. GDPR covers **individuals** only.

This data may be held in paper or electronic forms.

Under the GDPR, there are **six data protection principles** that we as a company must comply with. These say that the personal information we hold about individuals must be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes
3. Adequate, relevant and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.

We are responsible for, and must be able to demonstrate compliance with, these principles.

Personal information or data is any information about an individual from which that individual can be identified.

### Your rights

The GDPR includes the following rights for individuals:

You have the **right to be informed** about the processing activities we carry out using your data. This is provided in this privacy notice.

You have a **right to access** your data and to request to see what data we hold for you. Please complete our subject access request form.

The **right to erasure**. You can request that we erase your data if holding it is no longer necessary in relation to the original purpose it was collected for unless it is required for a legal obligation.

The **right to restrict processing** of you data if you believe it is inaccurate.

You have the **right to rectification**. If we hold incorrect or incomplete information for you, we have to correct this when you ask us to do so.

You have the **right to object** to how we process your data, if you consider we are doing something you don't agree with. You can complain to the ICO or other supervisory authority.

You have the **right to request us to transfer** data you have provided to us to a third party if the data is part of an automated process.

You have the right to choose to **not** be subject to **automated decision making profiling**. We do not handle your data in this way.

None of your data is transferred outside the UK.

We never sell your information on to 3rd parties.

### Types of data we hold on our suppliers

Below is a list of the different types of data that we may hold on you, why we hold it, and if we get it from or send it to third parties. We don't hold all the information below for all suppliers. Only some of this may be applicable to you. We have to hold certain information to enable us to fulfil our contract with you and for the purpose of everyday trading.

Data Type	How it will be used	How long it will be kept	Recipients of data	Where was the data obtained?	Sensitive
Name	In our financial computer system as a contact for trading/queries. In detailed VAT reports	Indefinitely	None	Supplier	No
Address	In our financial computer system as the business address for trading/queries	Indefinitely	None	Supplier	No
Telephone number	In our financial computer system as a contact for trading/queries	Indefinitely	None	Supplier	No
Email Address	In our financial computer system as a contact for trading/queries/remits	Indefinitely	None	Supplier	No
Bank Sort Code and Account Number and Payee Name	In our financial computer system for payment of invoices.	Indefinitely	None	Supplier	No
VAT registration number	As a note in your record in our computer system	Indefinitely	HMRC (VAT audit)	Supplier	No

Our financial software calculates average creditor days and turnover.

Under Business Payment Practices and Performance Reporting we are required to provide The Government with supplier payment data. Individual suppliers are not identifiable in these reports but we have to use information that includes your data to allow us to calculate and verify the average creditor days of our business.