



PO8 Privacy Policy

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1. Introduction

This privacy policy, together with P09 Website & Cookie Policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by Ebtech.

Ebtech is committed to ensuring that your privacy is protected, and should you provide certain information by which you can be identified you can be assured it will only be used in accordance with this statement.

2. Policy Amendments

Ebtech may change this policy annually by updating this page. This policy is effective from the date provided in the footer at the bottom of the page.

3. Data Collection Type

We may collect and process the following information:

- Name / Job Title / Email Address
- Telephone Number
- Additional information required to conduct business-related activities.

The information collected can be found on the following documentation which can be issued on request:

- CD11 – Sub-Contractor Qualification Questionnaire
- CD14 – New Customer Details Form
- CD16 – Sub Contractor Agreement Template
- CD17 – New Supplier Form

4. What we do with the information we gather

- Internal record keeping
- Business related transactions
- Update CRM records
- We may also use your information to contact you for market research purposes. We may contact you by email, phone or letter.

5. Security

We are committed to ensuring that your information is secure. To prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.



6. Disclosure of your information

We may share your personal information with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

We may share your information with selected third parties including:

- Business partners, suppliers and subcontractors for the performance of any contract we enter into with.
- Credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering a contract with you.
- If Ebtech Glasshouses are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets

7. Document Register

<u>Revision</u>	<u>Date</u>	<u>Notes</u>
01	02/01/2024	First Issue