



## Sabre Timber Ltd – GDPR Statement

### General Data Protection Regulations (GDPR)

At Sabre Timber Limited we take the issue of data protection very seriously and have implanted the necessary procedures to safeguard personal data as covered by the General Data Protection Regulations.

As part of our day to day business we hold your personal data to fulfil our contractual obligations.

Sabre Timber Ltd Ltd (“Sabre Timber Ltd”, “we” or “us”) is committed to protecting and respecting your privacy. This statement describes what personal information we collect from you and how we process your personal information.

### How we use your Personal Information:

Your personal information will be collected and handled by us for the following purposes:

- To provide you with the services you expect us to
- To respond to your request or questions when you contact us
- or transfer data to third parties (see below)
- Where necessary, to comply with any legal obligation; and we may also process your information to:

a) investigate or respond to incidents and complaints b) comply with obligations and rights and cooperate with investigations carried out by the police, government or regulators.

### What does the law say about this?

Necessary for our legitimate interests in pursuing the purposes set out above, and such interests in each case not being overridden by your privacy interests:

- In some cases, necessary to meet our legal or regulatory responsibilities, such as disclosures to authorities, regulators or government bodies; OR
- In some cases, necessary for the performance of a task carried out in the public interest and, when we use special categories of personal information, necessary for establishing, exercising or defending legal claims or where the processing relates to personal information manifestly in the public domain; OR



### Sharing with third parties:

To facilitate our efficient use of your information, and to provide you with content and/or resources, or to fulfil a request you make of us, we may disclose your information to third parties. However, this disclosure will only occur in the following circumstances:

- **To suppliers, contractors and agents:** from time to time we may engage or employ other companies and individuals to perform functions on our behalf.
- Such recipients will only have access to your personal information as required by them to perform their functions, and are not permitted to use such personal information for any other purposes. These recipients will be subject to contractual confidentiality obligations.
- **To government or law enforcement authorities:** if we determine in our sole discretion that we are under a legal obligation to do so.

### Where your personal information is stored and processed:

As explained in the “Sharing with third parties” paragraph above, we share your personal information with the following:

- Third party suppliers, contractors or agents: where we use a third-party supplier, contractor or agent, your personal information remains under our control and we have controls in place to ensure your personal information is adequately protected.
- We endeavor to take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this statement.

### Do we transfer your data outside the European Union?

We will only send your data outside of the European Economic Area ('EEA') to:

- Follow your instructions.
- Comply with a legal duty
- Work with our agents and advisers who we use to help run your accounts and services.
- If we do transfer information to outside of the EEA, we will make sure that it is protected in the same way as if it was being used in the EEA

### Your rights. How you can access, correct and delete your personal information:

#### Right to access and obtain a copy of your personal information:

You are entitled to request confirmation whether we process any of your personal information. Where this is the case, you may have access to your personal information and to certain information about how it is processed. In some cases, you can ask us to provide you with an electronic copy of your information.



#### Right to correct your personal information:

If you can demonstrate that personal information we hold about you is not correct, you can ask that this information is updated or otherwise corrected.

#### Right to be forgotten/have data deleted:

In certain circumstances, you have the right to have your personal data deleted. You may make such a request at any time and Sabre Timber Ltd will evaluate. If your request should be granted, however this right is subject to any legal rights or obligations we may have to retain data. For situations where, in accordance with the law, we determine that your request to have your personal information deleted must be granted, Sabre Timber Ltd will do so without undue delay.

To exercise your rights, you can contact us via the following email address: [cliff@sabretimber.co.uk](mailto:cliff@sabretimber.co.uk)

To the extent our processing of your personal information is based on your consent, you also have the right to withdraw your consent at any time. Withdrawal of your consent will not affect the lawfulness of any processing based on your consent before the receipt of such withdrawal.

You can also lodge a complaint about our processing of your personal information with your local data protection authority.

#### Changes to this Statement:

The terms of this statement may change from time to time. We shall publish any material changes to this statement through appropriate notices either on this Website or contacting you using other communication channels.