



# George Baker GROUP LTD.

## GDPR POLICY STATEMENT

The George Baker Group is committed to protecting information that we collect and use. The information we store is necessary for us to provide services to our existing customers. And is occasionally used for information and marketing purposes where recipients have been carefully selected and content tailored to meet specific areas we believe could be of interest. Typically this information is likely to include:

- Names
- Job titles
- Email addresses
- Business postal addresses
- Telephone numbers
- Bank/Payment information
- Company registration and/or VAT numbers
- Insurance policy information (where relevant)

For a small number of customers, in line with our due diligence procedures, it is also sometimes necessary for us to collect and store the following:

- Private postal addresses
- Copy identification documents such as drivers licence/passport /utility bills
- Vehicle registration details

The data we collect is stored for legitimate business reasons only and is necessary to enable us to create and manage accounts, to communicate effectively and to process payments.

We will not share the information we hold without express agreement or unless we are required to do so in order to fulfil our contract with you. Where it is agreed necessary to share the data we hold, we will only provide relevant information and will seek assurance that the information remains protected and is not used for any other purpose.

We take great care to ensure the safety and security of the data we hold. We have robust technical and administrative procedures in place designed to protect our information from loss, misuse or alteration, as well as effective measures to detect, report and investigate breaches.

If you have an existing commercial agreement in place with the George Baker Group then it is presumed that you consent to us storing the data we currently hold for you, in line with the terms stated above.

**At anytime, you can request to review and/or remove information about you held by us by contacting [sharon.binns@georgebakershipping.com](mailto:sharon.binns@georgebakershipping.com).**