

WEDGE GROUP GALVANIZING LIMITED – DATA INFORMATION MATRIX FOR CUSTOMERS / SUPPLIERS

Type of information	Source of information						How the information is used	Legal Basis for Processing Information	Information shared with 3rd party?	If shared, who with?
	Customer	Purchase from 3rd Party / Marketing Event	Supplier	Public domain (E.g. search engine)	Govt. Agency / Certified Industry Body	Referral By other Company				
Customer contact name	✓	✓		✓		✓	For - General marketing purposes, queries, general business communications for delivery of services, quotations, surveys, PR, Newsletters, Wedge Group information - such as “Wedge World” and business events.	Legitimate business interest, Consent, Necessary to perform contract	✓	Experian, Clarke Print, Mail Chimp, I Mail, RESULTS, Zen Communications, Galvanizing Association (or other event host) if Relevant
Customer address	✓	✓		✓		✓				
Customer contact number / e-mail address	✓	✓		✓		✓				
Customer / supplier payment information (inc. bank details)	✓		✓				To arrange for payment for delivery of services/goods as well as potentially for credit notes to customers.	Necessary to perform contract	✓	Banking services (Lloyds Bank plc at time of writing), may be shared with legal representation and associated agents in the event of payment issues.
Customer invoicing details	✓						To arrange for customers to make payment for services rendered	Necessary to perform contract	✓	Not shared as a matter of course , but may be shared with legal representation and associated agents in the event of payment issues.
Supplier contact name			✓	✓	✓	✓	In order to maintain successful ongoing relationships in seeking, arranging and receiving services/goods as required.	Necessary to perform contract, Legitimate business interest		
Supplier address			✓	✓	✓	✓				
Supplier contact number / e-mail Address			✓	✓	✓	✓				
Data related to supply of services to customers, such as job specs etc.	✓						In order to ensure that services provided to customers meet the required specifications and standards	Necessary to perform contract		
Data related to receiving services from suppliers			✓				In order to ensure that services/goods received from suppliers are to the required standard and meet business needs.	Necessary to perform contract		