



General Data Protection Regulations (GDPR)

Travis Perkins Group Requirements – Data Processing

→ Introduction to our Requirements

These requirements form part of the contract between you and any current Travis Perkins Group Company (and any companies which join our Group in the future) to whom you supply any goods/services. Details of the Travis Perkins Group Companies to which this letter applies can be found at www.travisperkinsplc.co.uk/our-businesses. They are in addition to any data protection requirements set out in a data processing agreement/contract between us.

General Requirements relating to Processing Personal Data

You agree to:

- Only process personal data on written instructions from the relevant Travis Perkins Group Company(s) with whom you have a contract (and not for any other purpose/use).
- Ensure that access to/processing of personal data is limited to those employees and authorised sub-contractors who need access to comply with your obligations and who have agreed to confidentiality and other obligations relating to the safe and secure processing of the personal data.
- Ensure that adequate records are kept and maintained, in accordance with data protection laws, documenting the processing activities you carry out on our behalf, and allow us access to those records for GDPR compliance purposes.

Security Measures

You agree to:

- Implement appropriate technical and organisational measures to protect personal data against accidental or unlawful processing, loss, destruction or damage (including adequate back-up and testing procedures, disaster recovery systems and such other measures as we may request from time to time).
- Implement security measures, processing operations and business practices to detect security incidents and breaches and have an appropriate security breach response plan.

- Assist us in ensuring compliance with the data security requirements of any data protection laws (including GDPR) taking into account the nature of the processing and the information available.
- At our request, including at the end of our relationship, either return or destroy, but in each case safely and securely, any personal data, unless relevant laws require a longer retention period.

Working with Third Parties

You agree to:

- Engage a sub-processor, nor sub-contract the processing of personal data (or change their identity), without our prior written approval. If we provide approval, you must impose the same obligations on the sub-processor/sub-contractor as set out in our agreement and/or these requirements, and ensure that they do not process personal data except on our written instructions. You will remain fully liable for the performance of any sub-contractor/sub-processor.
- Transfer any personal data to any country outside the European Economic Area unless you have our prior written approval and complied with all conditions we require.

Security Incidents / Breaches

You agree to:

- Tell us within 24 hours of a personal data breach relating to the personal data you hold / process on our behalf and/or the goods/services you supply to us.
- Provide us with appropriate details so we can assess the circumstances and consider whether the breach needs to be reported to the Information Commissioner's Office.
- Keep us updated with all developments and planned activities relating to the breach.
- Take such steps as we may request relating to the incident.
- Maintain records of security incidents and breaches.

Other Requirements

You agree to:

- Implement measures to assist us to comply with data subjects' rights, such as providing a copy of, updating, transferring and / or deleting their personal data.
- Notify us promptly upon receiving any complaint or enquiry regarding personal data you hold / process on our behalf from a data subject or regulatory authority, including a request to access, transfer, rectify, block or delete the data subject's personal data, and you shall provide such information and assistance as we may require in responding to such complaint, enquiry or request.
- Provide us with information necessary for us to demonstrate compliance with GDPR in relation to our relationship.
- Notify us immediately if you believe that any of our instructions breach GDPR or any other relevant laws.
- At our request, enter into a data processing agreement to reflect our requirements and to ensure compliance with GDPR.
- Comply with your obligations as data processor under data protection laws and not put any Travis Perkins Group Company in breach of any such laws.