

General Data Protection Regulations (GDPR) and Data Protection Act 2018 (DPA)

To ensure compliance with the new Data Protection Regulations taking effect from the 25th of May 2018, we are required to inform you upon how your Data is held and handled within our company.

For the purposes of our trading relationship with you we may hold some/all of the following information:

- Company Name
- Company Address
- Delivery Address
- Employee Names
- Trading History
- Credit Checks (where applicable)
- Bank Details
- Contact Telephone Numbers
- Contact Fax Numbers
- Contact Email Addresses

The Data we hold has been collected over a period of time during our trading activities. Data is also constantly being updated and added during our current trading activities, whether that be received in written, verbal or electronic form. All the data we have is kept on paper (and, or) in electronic form stored on our data base. Our server is only accessible internally by selected Staff Members and is secured with User Names and Passwords.

The data we hold is for internal use only and is only used for the purpose of trading activities. Your data will never be shared with any 3rd Party unless we are requested by you to do so, or are obliged to by Law. Data passed to 3rd Parties will only be relevant to our trading activities and will all be conducted within GDPR guidelines.

Any queries or issues you have relating to this document please get in contact with us.

Yours Faithfully,

Henry Oliver
Jet Machinery Ltd