Dear Sir / Madam,

**GDPR Privacy Statement**

General Data Protection Regulation (GDPR) came into effect on 25th May 2018. For us to comply with the new regulations we are informing you of the details we currently hold on our secure database. All information we hold is used entirely for maintaining our trading relationship and to enable us to communicate with you. The details we hold include some, or all, of the following:

• Company / Trading Name

• Company / Trading address (including delivery address/es if applicable)

• Company registration number (where applicable)

• Bank details

• Contact names

• Contact numbers

• Contact email addresses

• Trading activity

We do not use your information for marketing purposes.

We do not share your details with any 3rd parties without your consent.

Yours faithfully

P. Fleming

Paul Fleming

 C.E.O.

