



Unit 21, Oaklands Business Park, Ferndale, RCT, CF43 4UG

Tel: 01443 755400 Fax: 01443 755511 Email: erection-and-welding@hotmail.co.uk

GENERAL DATA PROTECTION REGULATION NOTICE

To comply with the upcoming General Data Protection Regulations (GDPR) which comes into effect on 25th May 2018, we are required to inform you as to what data we collect and how it is processed and handled once we receive it.

In order for us to provide our services, we currently hold the following information:

- Company names & addresses
- Individual employee names & addresses
- Contact telephone numbers
- Email addresses
- Bank details where applicable for accounting purposes
- Trading history & credit checking information
- Accounting transactions

Data is collected through correspondence from incoming enquiries & orders via email, post, online, verbally or in other forms of communication and such correspondence may be retained & the information contained in it used to respond to the enquiry or to generate orders with the necessary information.

Your information is stored securely both electronically and through paper filing systems and only authorised employees will have access to your data. Your personal information is not sold or disclosed to anyone and we will not transmit data with third parties unless it is required to fulfil any orders. Other third party data processors could include insurance/credit services which form the basis of our credit control procedures.

Yours sincerely

Andrew Silver

Director

Erection & Welding Services Ltd

Directors: Andrew Silver & Martyn Gauvain

Company Reg. No. 4317713