

GENERAL DATA PROTECTION REGULATION – LEGAL REQUIREMENT

On the 25th May 2018, the new General Data Protection Regulation (GDPR) legally took effect. As a business who hold personal data relating to your company, we are legally obliged to inform you of what data we hold for you and how we will/will not use it to comply with the new rules.

Information about Your Company

We hold your Company information within our finance and reporting systems. This may include:

- Company Name
- Company Address
- Company contacts
- Various telephone numbers and fax numbers as supplied by you
- Various e-mail addresses as supplied by you
- VAT number
- Bank Account details

Information about your company is backed up and stored off site for security and loss prevention purposes. During the transfer of data to the Secure Data centre, the data is encrypted. The information stored in the Data Centre can only be used for restore purposes by our company, as such we are the only party who can access this.

We use data relating to your business to facilitate trading with you and your company and for general correspondence with your staff including pricing updates, invoices and statements. We will never pass on or sell this information without your permission.