

Painters Supply Limited

5 Chelford Road

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Cheshire

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General Data Protection Regulations - 25th May 2018

As you may be aware on the 25th May 2018 the law in relation to data protection is changing. Painters Supply Limited is fully committed to take the new data protection laws seriously and are currently preparing for when the General Data Protection Regulations come into force.

We are contacting all our existing customers and suppliers to explain to you how and why we store your personal data and to gain your consent to continue to do so.

Painters Supply Limited holds information such as Employee Names, Job Titles, Email Addresses, Mailing addresses, telephone numbers and fax numbers for your Company and for people working within your Company such as accounting personnel, sales personnel and general contacts. We also accept payment via bank transfer and pay suppliers via bank transfer. This means that we hold customer's payment history and supplier's bank account and sort code details. This data is kept securely with only a limited number of personnel having access. The information is used to raise sales/purchase orders, invoices/credit notes and to pay for and receive payment of goods and services. We will only store your details for as long as is necessary.

We will **NEVER** disclose your details to a third party unless your consent is gained first.

If you **DO NOT CONSENT** to us holding your data please contact us and we will try to sort out any issues you may have.

If you do not reply to this letter but continue to trade with Painters Supply Limited, this will be taken as authorisation to hold all the data details listed above for trading purposes.

If you have any further questions, please do not hesitate to contact us.

p.p. Painters Supply Limited