

# BRAITHWAITE EXCAVATIONS

*Bulk Excavations • Demolition • Crushing • Site Remediation*

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21<sup>st</sup> May 2018

To whom it may concern

Re: General Data Protection Regulations – legal Requirement

On the 5<sup>th</sup> May 2018 the new General Data Protection Regulations (GDPR) will legally take effect. As a business which holds personal data relating to your company, we are legally obliged to inform you of what data we hold for you and how and how we will/ will not use it.

We request that you read the information contained within this letter.

If you wish to opt out or if our contact information is incorrect, please contact us at [braithwaite@btconnect.com](mailto:braithwaite@btconnect.com) or telephone 01226 779527.

We hold company information within our accounting system, SAGE. This information includes:

- . Company Name
- . Company Address
- . Company contacts (Sales, Accounts/ Management etc)
- . Various telephone numbers and fax numbers supplied by you
- . VAT number
- . Bank Account Details
- . Company Registration number
- . Bank Account details
- . Company Registration number.

Information about your company is backed up and stored on a server for security and loss prevention purposes. We are the only party who can access this and it is password protected.

We use data relating to your business to facilitate trading with you and your company and for general correspondence with your staff on a regular basis. Braithwaite Excavations Ltd will never pass or sell on your information without your permission.

If we do not hear from you within 10 days we will assume that the information we have for you is correct and that you agree for us to hold this information within the company for internal use only.

Kind Regards

Andrew Braithwaite