



25<sup>th</sup> May 2018

## **Privacy Policy**

From 25<sup>th</sup> May 2018 new GDPR regulations came into force. This means that we have to inform you of the data which we hold in regarding you or your company and how we use it.

Your information will only be used for legitimate business purposes. We will not transmit your information to other parties unless it is required to fulfil contracted works. All data disclosures will only be relevant to the particular requirements of the contract works. This information will be handled in accordance with the guidelines of the GDPR and again will only be relevant to the requirements of providing our services.

The information we hold may include the following –

- First/Last name, and or Company name, Trading name
- Invoice Address/Delivery Address
- Telephone numbers
- Email addresses
- Bank Details

This information is stored on a secure computer database. We will only use this information when trading with you and will never sell or pass on the information which we hold.

Should you wish to be removed from our data base please email your request to [bjwestern80@hotmail.com](mailto:bjwestern80@hotmail.com).