

To whom it may concern,

General Data Protection Regulation (GDPR) - Due 25th May 2018

As you may be aware, one of the biggest changes to UK Data Privacy Law comes into effect on 25th May 2018.

The General Data Protection Regulation (GDPR) is a positive step towards you having more control over how your data is stored and used.

As part of these changes, we are contacting all of our existing customers to provide them with an update on how we hold any personal data we collect as a result of our business activities. We would ask that you read the below paragraphs carefully and tick the boxes to confirm your agreement. Please then return this letter by email to Helen@dhgcivilsrail.co.uk

Or via post to the above address with the next 7 days.

Data Protection

We will keep your personal data secure and only store it for as long as necessary for business purposes only. Once personal data is no longer needed, we will destroy it securely.

Please tick the box to confirm that you consent to us holding and processing your data in this manner. We will assume by you ticking this box that you have obtained the consent to submit from any of your employees whose personal data you submit to us.



Data Retention

We would like to retain your data on file for any future business needs. The main way in which we do this is to record your organization's details on our suppliers' list so we can contact you directly if we believe you could assist us with any future need for goods and/or services. In these circumstances, we would only keep the minimum amount of data needed, with only a limited number of individuals having access to such data. Please

tick this box to confirm that you consent to us retaining your data in this manner.

Yours sincerely

Helen Costello (accounts)

Name:	
Position:	
Company Name:	
Date:	