



electro discharge

PRECISION WIRE & SPARK EROSION ENGINEERS

IMPORTANT

Date 25/05/2018

GDPR – General Data Protection Regulation

Dear Colleagues,

Due to the forthcoming general data protection regulations (GDPR) which comes into force on the 25th May 2018 this notification clarifies the protection of data held by Electro Discharge Ltd.

All of our customers and suppliers information and data are very important to us and we take the security and safety throughout the storage of the relevant information.

GDPR GENERAL TERMS

All information held by Electro Discharge Ltd, includes Company name, telephone numbers, email addresses, address of company and head office address, company registration, insurance details and VAT numbers. We also hold bank and payment details for the processing of payment.

Under GDPR all the above information falls under GDPR personal data laws and therefore we are legally obliged to inform you about how we gather, store and process this data throughout our systems and processes.

We will never sell your data to a third party and we will keep your data secure and will only retain this information for as long as is necessary for the purposes of our business activities.

Your information will be stored both digitally and on hard copy where required, but will only be accessed by authorised personnel. When this data is no longer required it shall be deleted or destroyed securely.

Under GDPR you have the right to withdraw your consent to us either holding or using your data at any time. If you choose to do so then please inform us in writing by either post or email

GDPR@mjsections.co.uk

Should we not receive any response to this communication once GDPR comes into force then we shall presume that you have no objections to us retaining the information and data we currently hold and control throughout our systems and processes.

Many thanks for your cooperation in this matter.

Regards

Paul Jordan (Chairman)

