

James Mansfield Timber Ltd

Dear customer,

#### GDPR Compliance

As you are no doubt aware there are major changes to Data Protection on the 25<sup>th</sup> May 2018 with the introduction of the more stringent General Data Protection (GDPR).

James Mansfield Timber Ltd do not share any information with third party companies, suppliers, retailers or agents.

The information we hold includes details such as full name, address, email addresses and telephone numbers. As part of our sales we may process customer card transactions, all information collected is used at that point in time and not retained for any longer than required by our merchant service provider. All measures are taken to ensure that the records are secure until they are destroyed.

We pay our suppliers electronically and therefore hold bank details including sort code and account number on file. This information is held on our online banking system and accounts package, both of which are secured by passwords and encrypted entry codes to remain secure.

We retain your information for no longer than is necessary for the purpose for which the information was provided to us. Any information no longer required is deleted (electronically) or shredded (hard copy data).

In order for us to comply with the new GDPR regulation, we need to confirm you are happy for us to safely store your data.

If you no longer wish us to hold data on you, please email [info@jamesmansfieldtimber.co.uk](mailto:info@jamesmansfieldtimber.co.uk)

Your faithfully,

James Mansfield Timber Ltd.