

## GDPR - General Data Protection Regulation

The new General Data Protection Regulation (GDPR) comes into force on 25 May 2018.

We confirm that we hold and store personal data.

The data we hold is made up of all, or a combination of the following:

- Company Name & Address
- Telephone and Email numbers
- Contact Names
- Bank account information

This information is stored on our IT systems.

The data that we hold is necessary in order for us to fulfil the contractual obligations we have with you and your company.

We may pass on some of your data or details to other companies or third parties, in order to fulfil our contractual obligations to you. An example would be where we pass on your company name, contact details and telephone number to a courier in order to arrange delivery or collection from your site(s). We will only disclose that information which is necessary to fulfil our obligations.

### How long we will keep data for:

We will not retain the information we have collected about you after our professional relationship has terminated. This excludes information which is required for accounting purposes and legal purposes.

### Your rights of access to your data:

Under GDPR you have the right to obtain a copy of the personal information that we hold about you. If you believe that any information held is incorrect or incomplete, you should contact us, (see contact details below), and we will amend our records accordingly.

### Erasure Rights:

You have the right to request the deletion or removal of your personal data if you feel there is no compelling reason for us to continue to hold it.

### You're right to object:

Under GDPR you have the right to object to us processing your personal data. If you object to us processing your personal data we will stop, unless there are compelling legitimate grounds for use, which overrides your interests, rights and freedoms, or, the processing is in respect of the defence of a legal claim.

### You're right to complain:

You have the right to complain to the Information Commissioners Office if you feel there is a problem with the way we are handling your data.

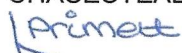
### Marketing:

We take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us. We will not share your information with any other company for marketing.

### Contact Details:

If you need any further information or need to contact us please write to us at the address at the bottom of this letter or email [GDRP@chasestead.co.uk](mailto:GDRP@chasestead.co.uk)

Yours sincerely  
CHASESTEAD LIMITED



Louise Primett  
Company Secretary & Financial Director

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