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V.A.T. No. 607 6839 15

## GENERAL DATA PROTECTION REGULATIONS – 25th MAY 2018

As of 25th May 2018 new laws pertaining to data protection are being brought into effect. Hy Spec Services Limited takes data protection seriously and we are currently preparing for the (GDPR) General Data Protection Regulations to come into force. As part of this compliance process, we are contacting all our existing Customers and Suppliers 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 return this letter by email to [hyspecservices@aol.com](mailto:hyspecservices@aol.com) or post to the address at the top of the page.

### Data Protection

We will keep your personal data secure and only store it for as long as necessary and only for the purpose of carrying out the service and goods we provide or procure from you and for the purposes of statistical analysis to help us improve our services. 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 your ticking this box that you have obtained the consent to submit from any of your employees whose personal data you submit to us.

- ☐ Please note that you can withdraw your consent to the uses of your data at any time. If you elect to do so, please do not hesitate to contact us on 01592 874661 or email [hyspecservices@aol.com](mailto:hyspecservices@aol.com)

### Data Retention

We would like to retain your data on file for any future provision of services we may provide or procure from you. The main way in which we do this is to record your organisations details and previously provided services on our Customer database and Financial software. This will also allow us to contact you using the details you have previously provided to us. 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.

- ☐ Please note that you can withdraw your consent to the uses of your data at any time. If you elect to do so, please do not hesitate to contact us on 01592 874661 or email [hyspecservices@aol.com](mailto:hyspecservices@aol.com)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name & Address:

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