



Riverview Farm
Overcote Road
Over
Cambridgeshire
CB24 5NT

May, 2018

Dear Sir / Madam

General Data Protection Regulation – Legal Requirement

General Data Protection Regulation (GDPR) is a Legal Requirement and Keith Collier Engineering Ltd is committed to delivering a professional service and an exceptional customer service. For us to be able to do this, as well as comply with the new GDPR for which the legal start date is 25th May, 2018, we need to inform you of what data we hold for you, and how we will / will not use it.

We request you read the following information, and confirm in writing that you consent to us using your data as outlined below; either by email or returning the following form duly signed, this will then be kept with your account information. It is extremely important that we stress that we will never pass on or sell your information.

If however, you no longer wish to receive communications from us please reply to this letter with the words... “Please Remove from Database” in the space provided below declining the use of your Personal Data.

Your Personal Details

We hold this information in Sage as an account record and this information includes the following:

- Company Name
- Company Address
- Various supplied Telephone / Fax and Mobile numbers
- Email Addresses
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We use this information to facilitate trading with your Company and general correspondence with you and your staff on a daily basis.

Keith Collier Engineering Ltd., will never pass on or sell this information.

Authorisation / Acceptance

We/I, authorise and accept that any data we/I provide to Keith Collier Engineering Ltd., for the purpose of trading can and will be used for the reasons outlined in accordance in this correspondence.

We/I Decline the use of our Personal Details and request you to

Signature Position

Print Name Dated

Yours sincerely
Keith Collier Engineering Ltd.

Contact Details

Telephone: 01954 231760
Email: keithcollierengineering@hotmail.com
Website: www.keithcollierengineering.co.uk