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Friday 25th May 2018

Updates To our Data Protection Policy 2018

Dear Sirs,

As from the 25th May 2018 the new GDPR regulations come into force. This requires us to inform you of any data we process securely for you and how we use it.

Any information we hold is purely for maintaining our trading relationship and general communication purposes as well as keeping record of any products and materials we may have supplied you for the purposes of supplying spares and technical “know how” in case of any future developments.

We do not share your information with any third parties without your permission. There are however situations whereby we may be required to provide information to legal bodies upon their request.

We may from time to time share information with Sub-Contractors for the purposes of fulfilling contractual requirements relating to your project, but we will always advise you of this beforehand.

The Information we hold consists of the following:

- 1) Trading details of your company (company number, contact names, etc)
- 2) Delivery address/Invoicing address
- 3) Contact telephone number
- 4) Email addresses
- 5) Invoice activity
- 6) Vat no
- 7) Information relating to quotations
- 8) Information relating to projects
- 9) Insurance and credit checks

Should you wish to discuss the information we process on your behalf, please do not hesitate to contact our office address / telephone number shown below, where one of our Directors will gladly assist you.

Harries Automation and Control Ltd

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