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LETTER OF AUTHORITY

GENERAL DATA PROTECTION REGULATIONS (GDPR) – 25 MAY 2018

Due to the new General Data Protection Regulations (GDPR) which take effect from **25 May 2018**, Rippleside Ltd are contacting all our suppliers and customers to inform them of what data we collect and how it is stored as a result of our trading activities with yourselves.

We ask that you read the following and tick to confirm your agreement. Please return this letter by email to jenna@rippleside.net or by post, for the attention of Mrs Jenna Beckett, to the above address.

Data Protection

We will keep your data secure and only store it for as long as necessary for the purposes of our current trading activities with your organisation. Once the data is no longer required 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.

Data Retention

We will retain your data on file for any future trading purposes. The data will be stored on paper and/or digital format at our secure site and only accessed by persons authorised to do so. We will only hold the minimum amount of data required and when the data is no longer required for our trading purposes it will be deleted/destroyed securely.

*Please tick this box to confirm that you consent to us retaining your data in this manner.

Name:

Position:

Company Name:

Date:

*Please note that you can withdraw your consent to either or both of the above uses of your data at any time. If you elect to do so, please inform us in writing either by email to jenna@rippleside.net or post, marked for the attention of Mrs. Jenna Beckett, to the address below. If you require any further information in relation to data protection or this letter, please do not hesitate to make contact on 01375 383741.

Should we not receive a reply to this communication by the date GDPR comes into force (i.e. 25th May 2018) then we would presume you have no objections to our retaining the current information we both hold and control for you on our database. However, we would strongly recommend that you take note of this request in order for Rippleside to fully comply with GDPR.

Yours Faithfully

Mrs J Beckett
Office Manager

Registered Office: Westgate Chambers, 8a Elm Park Road, Pinner, Middlesex. HA5 3LA. Registered in England No.6014075 VAT No. 894 1279 88

BACS PAYMENTS TO: Rippleside Metal Works Ltd ACCOUNT NUMBER: 01556834 SORT CODE: 30-18-34

PRIVACY NOTICE.

GENERAL DATA PROTECTION REGULATIONS (GDPR) & DATA PROTECTION ACT 2018 (DPA)

Due to the new General Data Protection Regulations (GDPR) which take effect from **25 May 2018**, we are required to inform you of what data we hold and how the data is handled/stored. This will ensure we are compliant with the new regulations.

For the purposes of our trading relationship with your organisation we hold the following information:-

Company Name

Company Address & Delivery Addresses

Contact Telephone Numbers/Fax Numbers/Email addresses

Employee Names

Bank Details (in some cases)

Trading History (products, prices)

Credit Checking (where applicable)

The data is gathered from prior trading activities, and ongoing business, received verbally, in writing or electronically. The data is stored in paper form and on our computer system at our secure offices. Our server is internal only, is not accessible over the internet, is username and password protected and protected by our internal firewalls. All data held will be for internal use only and used only for the purposes of our trading activities. We will never give your data to 3rd parties unless we are legally obliged to do so or you request we do so, ie. courier companies, credit check companies. Any data passed onto these parties will be conducted within GDPR guidelines and will only be data relevant to our trading activities.

If you have any issues/queries regarding the above please contact us.