

OSELTON BUILDING SERVICES

**Meadowside
406, Leverington Common
Leverington PE13 5JH**

**Extensions – Alterations – Loft Conversions
Maintenance – Planning & Design Services**

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TO WHOM IT MAY CONCERN,

23rd May 2018

On the 25th May 2018, the new General Data Protection Regulation (GDPR) will legally take effect. As a business who hold personal data relating to your Company / CIS Sub Contractor, we are legally obliged to inform you of the personal data we may hold for you and how we will use it.

We request you read the information contained within this letter, and if you are in no way happy with the data we hold or how it is processed, then please contact us directly and we will remove the information.

Information about your Company / CIS Subcontractor

We hold your Company / CIS Subcontractor information within our systems, this information may include:

Company or CIS Subcontractor Name

Company or CIS Subcontractor Address (including site locations or alternate delivery addresses)

Company Contacts (buyers/sales/accounts/management etc.)

Various telephone numbers and fax numbers as supplied by yourselves

Various e-mail addresses as supplied by yourselves

VAT number (where applicable)

CIS Subcontractor UTR Number and National Insurance Number (where applicable)

Bank account details

Information pertaining to your Company, as well as our own data is backed up daily for security and loss prevention measures, and we are the only party who can access that backup.

Your basic details are kept for a minimum of 6 years as dictated by the current UK tax law, after which it is securely shredded.



Federation Of Master Builders

We use data relating to your business to facilitate trading with you and your Company and for general correspondence with your staff on a regular basis. Oselton Building Services Will NEVER pass on or sell this information without your express permission.

If you wish to change or clarify anything concerning the information we hold please email us at the above email.

Yours Sincerely

Ian Oselton

Oselton Building Services



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