

Monk Metal Windows Limited

Unit 8, Empire Industrial Park, Empire Close, Aldridge, Walsall, WS9 8UQ

14 May 2018

Dear Sir / Madam,

As you will be aware, new data protection legislation (GDPR) is due to come into force on 25 May 2018, which aims to protect the privacy of all EU citizens and prevent data breaches. To comply with this we need to inform you of the data we hold and how we use it.

We hold information on you / your company to enable us to trade with you and correspond with you, via mail or email, for example for you to purchase items from us (customers) or to enable us to purchase items from you (suppliers).

To be clear we do not send marketing emails, any correspondence we issue is necessary to facilitate trading with you. Monk Metal Windows Ltd will never pass on, sell or use this information for marketing purposes.

The information we hold includes the following:

Customers / Suppliers:

Company Name, Company Address, Staff Names, Telephone & Fax Numbers, Email Addresses, Pricing Data, Purchase Orders & Purchase History, Company Registration, Vat & UTR numbers, Invoice Records, Bank details and in some instances Credit Reports. We will only disclose information about you to third parties if we are legally obliged to do so. This will never be for marketing purposes.

Where we are processing data based on your consent, however you have the right to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

We understand the risks of personal data breaches to you and will ensure that we inform you if there are any personal data breaches that might affect your rights and freedom.

Yours faithfully

Barry McCabe
Managing Director