

# General Data Protection Regulation (GDPR) preparation

As a result of the new data protection regulations we are contacting all of our customers and suppliers to update you on our data protection policies and procedures here at Esquire Glass (Mcr) Ltd. These new changes mean that we need to be transparent about what data we hold about you, where and how it is stored, and how we communicate with you.

## **Type of data held by Esquire Glass:**

In order to carry out our business we hold the following details:

Name

Business address, email, telephone, mobile and fax details

Your VAT and company registration numbers and bank details if applicable

Data is held with the specific purposes of conducting daily business, promotion and information sharing.

## **Where and how your data is stored by Esquire Glass:**

We pride ourselves on good relationships with our customers and suppliers, and as such data protection is given a priority. All information is stored on a secure database, password protected, and accessed by authorised office personnel only. Any hard copies of personal information, such as business cards, are filed securely and kept in a locked drawer.

We will never share any personal data that is in our possession unless consent has been sought and granted.

## **Your rights regarding your personal data:**

You have the right to request what data we hold about you and to request this to be removed. Should you wish to request information on, or removal of your data please contact us in writing, and we will endeavour to respond within 2 working days. Requests should be sent to:

Paul Lockett

Managing Director

Esquire Glass (Mcr) Ltd

Williams Works

Platt Street

Padfield

Glossop

SK13 1EB

In order to ensure that we remain compliant we will undertake regular internal audits and implement GDPR staff awareness training.

Please would you respond to this email to acknowledge your receipt. Should you have any queries please email to Lucy Hudson-Lockett on [lucy@esquire-glass.co.uk](mailto:lucy@esquire-glass.co.uk) or Andy Stephens on [andy@esquire-glass.co.uk](mailto:andy@esquire-glass.co.uk) in the first instance.