



PORTLAND STONE LIMITED

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ORDER
ONLINE

SKIP HIRE - GRAB HIRE - TIPPER HIRE - AGGREGATES - DEMOLITION

22nd May 2018

Dear Customer,

As you may be aware, there is a new law regarding General Data Protection Regulations 2018 (GDPR) that comes into effect on the 25th May 2018.

We are contacting all our customers to provide them with an update on how we use and store any personal information obtained by Portland Stone Ltd.

Data protection

At Portland Stone Ltd we will only store your personal data for as long as necessary. Any payments made by customers over the phone are securely taken. Our Card reader machines comply with the PCI standards and regulate the use of software, hardware and personal behaviour. Once your personal data is no longer needed we then securely destroy it by shredding the documents.

We will not share any information with any third party outside of our organisation, other than at your request; except if required to do so by Law.

We would like to retain your data for future needs by recording your information on our computer system and filing paperwork as needed. This is so that we can invoice, quote, process orders and account queries efficiently. We will only keep a minimum amount of information required. Your data will be treated confidentially throughout your business relationship with Portland Stone Ltd and will be retained for 7 years following the conclusion of the business relationship.

Please note that you can withdraw your consent to the above data protection at any time. If you would like to do so, please email or by post to the address below.

If you would like any further information, please do not hesitate to contact us.

Yours faithfully for and on behalf of Portland Stone Limited.

Danny Nash

Managing Director

