



30th May 2018

Dear Customer/Supplier

The rules relating to Data protection and retention/exchange of information are changing. As a valued and important customer or supplier of our company under the new GDPR rules, we are obliged to inform you of the data that we hold about your company;

Information about your Company held by us

We hold your company information within our Accounting and Sales order processing departments and this information includes: -

- Company Name
- Company Address (Including all site locations)
- Company Contacts
- Various telephone numbers and fax numbers that you have supplied to us
- Various e-mail addresses as supplied by you
- Bank Details (If Provided)

For Customers we use this information on a regular basis to be able to complete sales, invoices/credit notes special offers etc to you, dispatch items ordered by you and general related correspondence necessary in the normal course of day to day business.

For Suppliers we use the information for placing and chasing Purchase Orders, invoices/credit notes and payments.

We have already implemented accepted standards of security to protect your personal data from loss, misuse, or unauthorised alteration using anti-virus software and passwords which are regularly updated. Back-up copies of the database are updated daily and held securely. However, if you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

We will generally keep your personal data for a minimum of 7 years, after which time it will be destroyed if it is no longer required for the lawful purpose for which it was obtained. No data or information regarding your details from the database are distributed to any third parties except when required to by law.

If you require any further information, or to update your marketing preferences for GDPR contact us on either 01489 885533 or info@coolers.co.uk

No response by the 25th May 2018 will be deemed to mean that you are happy for us to continue processing your data as we currently do.

Many thanks for your cooperation with this matter.

Regards
Lisa McGuire
Director

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