

TRELL

CONTRACTORS (WATTON) LTD

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General Data Protection Regulations

In accordance to the changes in the law (25th May 2018) with regards to holding clients personal details (General Data Protection Regulation), be assured that Trell Contractors (Watton) Ltd fully respects your privacy and your details have never and will never be passed on or sold to any Third party or used for marketing purposes.

All the personal data you provide to us or have provided in the past, including your home address, telephone number and/or email are stored securely in accordance to the new regulations and will only be retained for as long as necessary, to fulfil and carry out the service and goods we provide. We use password controlled entry on all our financial software/database and fingertip recognition if available. All other information i.e dates of last orders, sales invoices, previous quotations and any other special requirements, are stored electronically the same way or are kept on paper records in a locked cabinet, which again are necessary for the nature of our business activities.

Your information is kept as a legal requirement by HMRC for 7 years after your last sales invoice/quote, but once this data is no longer needed, please rest assured we will destroy it securely.

Note: Any information you have provided during an enquiry, may be stored for a maximum of 12 months in case there are any further enquiries.

Please note we are fully insured, therefore you are advised that in case of a claim being made against us, we will be passing your details to our insurer if asked, to enable any claim to be processed as quickly as possible.



Directors: *B.S. Mower • S.B. Mower • S. Mower • M. Mower*

VAT Registration No. 299 9280 26 • Company Registration No. 1276159

