



GDPR POLICY

To whom it may concern,

As of the 25th May 2018, the new General Data Protection Regulations (GDPR) will legally take effect.

Crossen Engineering Ltd. holds personal data relating to your company for the purpose of trading with yourselves in a contractual way and also for accounting purposes within our software systems and in hard copy.

We will only store this information as long as it is necessary and to meet accounting policies. We are legally obligated to inform you of what data we hold for you and how we will use it.

We will not pass or share this information onto third parties without your specific consent unless we are legal required to do so.

The information that we hold includes:

- Company Name
- Company Address
- Company Contacts (Buyers/Sales/Accounts etc.)
- Various telephone numbers and fax numbers supplied by yourselves
- Various email addresses supplied by yourselves
- VAT Number
- Bank Account details
- Company Registration Number (if applicable)

If you are currently happy with how we conduct business with you, then no action is required from you.

If you have any queries or do not consent to us keeping your information, please contact us via email to: kim@crossenengineering.co.uk or telephone at: 028 90448 569.

Thank you,

-The Crossen Engineering Team