

## **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

New data protection laws are coming in to force on 25<sup>th</sup> May 2018.

We have a duty to protect your data and inform you of what information we hold and process on your behalf.

If you ask for information we hold on you we aim to provide that within 10 working days.

The data includes: Your name, address contact details and insurance details as required to comply with the law and for accounting and contract purposes.

We would like you to know the following :

That we will hold your data securely

That we will never pass your details to third parties

That we will only use it for contract purposes and communicating relevant information,

We will retain this for as long as the relevant laws require.

Yours sincerely matthew Thomson (Director) 21/05/18