

Dear Sir/Madam,

The new GDPR legislation is due to come into force on the 25<sup>th</sup> May 2018 and we have made the necessary changes to ensure that John Paterson The Window Company is compliant.

Any information we currently hold on you will only be used for trading purposes. This will include your name, address, phone numbers and email address supplied by you. This information is used to complete sales orders, raise invoices and other general correspondence.

The only time your information will be disclosed to third parties will be if we are legally obliged to do so or when we need to comply to duties to you as a customer, eg. Arranging delivery or collection.

Please be aware that the information we hold about you will never be passed on to a third party.

Under GDPR legislation you have the following rights.

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object, and the right not to be subjected to automated decision making.