



Burdess Engineering

Your project our solution

GENERAL DATA PROTECTION REGULATION (GDPR)

To Whom it May Concern

As of the 25th May 2018, the General Data Protection Regulations (GDPR) came into force. As a company that holds personal data relating to you/your business we must inform you of our policy regarding this information.

We, as a Company, are legally obliged to inform you that we currently hold your details within our company records. The information we have on file is purely for general communication/trading purposes to maintain our business relationship, and to uphold our legal requirements to comply with our Factory Production Controls of traceability, allowing us to continue to be a CE certified company.

We do not share your information with any third parties.

The following information is held by us on file:

- Contact Name / Company Name / Trading Name
- Delivery / Invoice Address
- Email Addresses and Telephone numbers
- VAT Number / Bank account Details
- Account Activity / Invoice Activity
- DOP/Credentials/Test Certificates

We use the data relating to your business to facilitate trading with you and your Company and for general correspondence with your staff on a regular basis. We may, on occasion, use it for our own Marketing purposes unless you inform us that you wish to opt out of receiving information from us. This can be done via email to enquiries@be-sf.co or by post to Burdess Engineering Ltd, Unit 6D Payne's Business Park, Dereham Road, Kings Lynn, Norfolk, PE32 2NQ.

Burdess Engineering Ltd will never pass on or sell your information without your permission.

If you have any queries at all about the information that we hold, then please don't hesitate to contact the Company.

Yours faithfully

Thornton Burdess
Managing Director

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