



## *Privacy Policy and Changes to Data Protection Legislation*

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Dear Customer

As you may be aware, the EU General Data Protection Regulation (GDPR) came into effect on 25th May 2018 for all EU states and will impact all organisations in the UK. This legislation is an evolution of the Data Protection Act 1998. The details below will inform you of the way we process your personal data.

What Personal Data do we hold?

- Basic personal information and contact details, such as name, telephone number and email address.
- Information contained in emails or other correspondence, and records of meetings with you or your colleagues.

How do we process your Data?

- This data is held on our secure server and is used to maintain accurate company records, as well as communicate with you in relation to your orders, delivery, prices etc. Our Sales Team also hold contact details on secure, password-protected mobile devices to communicate with you remotely.

Where is your data shared?

- We do not share Customer data with any 3rd parties, and so this data is only accessible by Bespoke Pine n Oak Ltd employees who deal directly with your account. If we did for any reason need to share your data, we would first ask for your explicit consent. You have the right to access any personal data of yours that we hold, at any time and at no cost to yourself, by request in writing (via post or email).

If you have any questions or wish to amend your details, please do not hesitate to contact us.

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