

Titan Beds
Unit 4A The Farriers Annscroft Shropshire SY5 8AN
Telephone 01743 860111 Email info@titanbeds.co.uk.

21st May 2018

Dear Sirs

RE: General Data Protection Regulations

We are writing to you as Directors as part of preparation for the General Data Protection Regulations (GDPR). GDPR comes into force on 25th May 2018 in the UK and EU. Contact data relating to you in our possession. We make sure we process, store and share information safely and securely. It's important that everyone understands how we will use their personal information. Please share this letter with anyone associated with your business whose personal information we may hold.

The data that we hold:

Contact details.

What do we do with the data:

We will use the data to process and produce the necessary legal documents to keep the company compliant with its filing requirements.

Where does the data come from:

The data is collected from you in either paper or electronic format.

Your right to object:

You have the right to object to the processing of your information data that we carry. You can request your data be removed/deleted by emailing us email above.

We are the Data Controller and Data Processor in respect of the use of your data. You may ask for the data specific to your records in the form of a Data Subject Access Request by contacting us on the email address above. You can request a copy of our data protection policy.

If you wish to discuss this matter further please do not hesitate to contact us.

Yours faithfully
Mr Mark Evans

Your Name

