

A1 Ropes & Rigging Ltd

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MAY 2018.

To Whom It May Concern,

RE: GDPR - General Data Protection Regulation

We are contacting you today with regards to the General Data Protection Regulation Act which I am sure you are aware becomes Law as of 25th May 2018.

A1 Ropes & Rigging Ltd are currently reviewing our practices to ensure we are fully compliant with the new GDPR Laws.

We currently hold contact details for a variety of people within your organisation, such as Engineers, Buyers, Sales Staff, Accounting Contacts and other general contacts. This information we store could and does include : Names, Job Titles, Email addresses, Telephone & Fax numbers for the organisation you or staff members work for.

We are holding this information to facilitate and fulfil our contacts to you (or your staff). The information we have or hold within our computers hard drives, servers or indeed any electronic databases will only be used by A1 Ropes & Rigging Ltd for business purposes only to fulfil our services to yourselves. We will not pass on any data that we have to any other person, company (third party) unless specifically stated within writing by yourselves or that is required to fulfil our contract with you.

A1 Ropes & Rigging Ltd are committed to the safe keeping of all data we receive, however, should you or any member of staff wish for us to remove any data we have, then please contact a member of A1 Ropes & Rigging Ltd or contact the General Manager, Mr. Paul Garnett on the number above or should you prefer, email paul@a1ropes.co.uk, to which you will be removed.

Thank you for your understanding, support and co-operation with this matter.

Kind Regards

Mr Paul Garnett

A1 Ropes & Rigging Ltd