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Dear Customer

General Data Protection Regulation – PRIVACY POLICY

Today, the new General Data Protection Regulation (GDPR) will legally take effect.

As a business that holds personal data relating to your company, we are legally obliged to inform you of what data we hold for you and how it will/will not be used.

We take your privacy seriously and will only use any information we collect and store about you to enable us to trade with you and your staff, to process your orders, administer your account and to provide products and services you have requested from us.

Information about your company – we hold your Company information within the following office administrative systems, Chancellor by Benchmark Software, Cream by Benchmark Software, JW Shape processing, Microsoft Word, Excel and Outlook this information includes:

- Company name
- Company address
- Company contacts
- Various telephone numbers and fax numbers as supplied by you
- Various email addresses as supplied by you
- VAT number – where relevant
- Bank account details if we need to make payments to you, this is held on our Barclays Online Business banking account only, not on our PC office systems.

For customers who prefer to pay their accounts by credit or debit card, these details are requested at the time of payment and are destroyed immediately. We do hold any information on our accounts system.

Information about your company is backed up and stored securely for security and loss prevention purposes. All data is secured safely within our server and we use fully up to date firewalls and anti-virus software. The information stored can only be used for restoration purposes by our company. As such, we are the only party who can access this.

Furthermore we only use data relating to your business to facilitate trading with you and your company and for general correspondence with your staff. We will NEVER pass on this information without your permission (other than required in the course of our mutual transactions – i.e. carrier companies if required). We will NEVER sell your information to any third party.

If this is acceptable to you and you wish to continue receiving correspondence and phone calls from us then you do not need to do anything.

Should you wish to stop receiving correspondence from us or even check what data we hold for you, please reply via email with your request and we shall action this on your behalf. Please email: accounts@molan-uk.com