



ASBESTOS REMOVAL • ASBESTOS SURVEYING • INSULATION

May 2018

Dear Sir/Madam

Re: General Data Protection Regulation (GDPR)

Due to the introduction of GDPR, which goes live on 25th May 2018, Malrod are updating our privacy policy and all related procedures.

The information that we have on file in relation to you, your company and your colleagues is used for trading purposes only and is as follows:

- First name/last name and/or Company Name/Trading Name.
- Personal or Office address for communication.
- Contact telephone numbers – landline and/or mobile.
- E-Mail addresses.
- Company Registration and VAT numbers.
- UTR and/or N.I. numbers.

Malrod adheres to a strict data privacy policy and never sells your data, or shares your data with anyone, other than storage and processing on our behalf, for trading purposes only.

If you would like to know more about the upcoming changes, the Information Commissioner's Office is a useful source of information on the new regulations (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>).

Should you have any queries, or wish to be removed from our database at any time, then please contact admin@malrod.co.uk.

Yours faithfully
Malrod Ltd

J Mills
Managing Director

Rodney House
Stotts Park, James Street
Westhoughton, Bolton
BL5 3QR

T 01942 811591
F 01942 814411

E admin@malrod.co.uk
W www.malrod.co.uk

VAT Reg.No. 278 7774 31 Reg.No. 10966339

