

Dear Sir/Madam

### **GENERAL DATA PROTECTION REGULATIONS**

Eclipse Electrical Engineers/Kirkby Lindsey Electrical Engineering Ltd take data protection seriously and as a result we hereby provide you with details as to how we hold any personal data we collect as a result of our procurement activities.

We would ask that you read the paragraphs below and confirm your agreement.

#### **Data Protection**

We keep your personal data secure and only store it for as long as necessary and only for the purposes of our current procurements/sales of goods and services from/to your organisation for both Eclipse Electrical and Kirkby Lindsey Electrical. Once personal data is no longer needed, we will destroy it securely.

#### **Data Retention**

We would like to retain your data on file for any future transactions. The main way in which we do this is to record your organisation's details on our supplier/customer records so that we contact you directly for any future goods and/or services. In these circumstances, we only keep the minimum amount of data needed with only a limited number of individuals having access to such data.

Please note, that you can withdraw your consent to either or both of the above uses of your data at any time. If you elect to do so, please inform us in writing either by email to [barbara.wakerley@kirkby-lindsey.co.uk](mailto:barbara.wakerley@kirkby-lindsey.co.uk) or post marked for my attention, to the address at the top. If you require any further information in relation to data protection or this letter, please do not hesitate to contact me on 01904 692783 or 01482 223937.

Yours faithfully

*BL Wakerley*

Barbara Wakerley  
Compliance