



General Data Protection Regulations □ (GDPR)

The new GDPRs legally take effect from the 25th May 2018.
As Fleetfield Chemical Co. Ltd holds details relating to you/your company/your employees, we are legally obliged to inform you of what data information we hold for you.

We hold company information within our system that is likely to include:

- Company Name & Contact Information
- Company Address
- Landline/Mobile Telephone Numbers
- E-mail Addresses
- VAT Number
- Bank Account Details
- Company SIC Code
- Financial Details
- Details on Products & Services Provided

Information about your company is held securely on our computer system and stored on a secure SAGE Accounting backup drive for loss prevention purposes. This data is also stored within our administration office. We use the data relating to your business to trade with your company and for general correspondence.

Fleetfield Chemical Co. Ltd would never pass on or sell any information about your business without your prior consent.

Fleetfield Chemical Co. Ltd. will contact you, using company information held on file, for legal requirements and for purposes that include legitimate interest.

For example:

- Keeping customers up to date with safety data sheets, pricing etc.
- Statements of account, invoices etc.
- Information on new products and services

Such information can, if you should wish, easily be deleted from your inbox (if sent by e-mail) or disposed of (if sent by conventional mail) into a paper rubbish stream.

Yours Sincerely

Fleetfield Chemical Co. Ltd

Fleetfield Chemical Company Ltd, Unit 1 Norfolk Bridge Court, Warren Street, Sheffield S4 7WT.

Tel: 0114 2738 999 Fax: 0114 2738 666 email: fleetfield@btconnect.com web: www.fleetfielddirect.co.uk