



Re: Data Protection Regulation changes (GDPR)

Dear Sir/ Madam,

In order to comply with the new GDPR regulations coming into effect from 25th May 2018, we require your agreement and consent to hold your details on our files and I.T. systems.

As a security conscious company we recognise Just how important the safe-guarding of all customer information is and as such we have strict controls and policies in place to ensure all data is protected above and beyond current and future regulation.

Currently, we hold your Information within our systems; this includes Google Drive and Xero which includes Names of Personnel, General Contacts, Addresses, Telephone Numbers and E-Mail Addresses as well as further sensitive information such as Bank Details and Payment History

To continue in our compliance with both current and upcoming regulations we require your consent in the continued holding of your data.

All information on file is strictly and solely for business use between ourselves.

To make this a simple process, we ask that you please reply by return as soon as possible to company@garveys.co.uk If you **DO NOT CONSENT AND WISH FOR YOUR DATA TO BE REMOVED FROM OUR SYSTEMS.**

If you are happy for us to continue to hold your data on file, then please keep a copy of this letter in your records but do not respond.

Please Be Aware - If we do not receive a response to this letter by the 25th May 2018 we will assume that you continue to consent to us holding your data.

Yours faithfully,

James Garvey

Garvey's IT Services Ltd

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