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Please reply to: -Hill House 6 Hill Rise Crowborough East Sussex TN6 2DH

25/05/2018 Ref DB/GDPR

## General Data Protection Regulation (GDPR)

## The Way in Which Businesses Obtain & Use Personal Data is Changing

You may have heard about the upcoming changes to Data Protection being implemented on the 25<sup>th</sup> May 2018. The General Data Protection Regulation (GDPR) aims to give individuals more control over their personal data.

We are therefore advising you that we are putting all the preparations in place to make sure that we comply with the changes and assure you that we will always make sure to protect any data that we hold.

The new regulations mean that businesses are obliged to allow customers more control over who has their data and how it is used.

As part of the new regulations, if you do not wish for a company to hold your data, you can ask for it to be removed. There is also the possibility for companies to be fined if they pass information to third parties, without your permission.

**Allseasons Landscaping & Design LLP** hold personal information such as full name, address, email and phone number, as well as information recorded on any communication or transactions with us.

The data we hold is kept secure within our Customer Relationship Files including our Financial Transaction Files. Information is not shared with other third parties other than when it is needed to provide location details and contact numbers in order for goods to be delivered to site.

## Do I Need to Do Anything?

Our customers are not required to do anything, if however you wish to see the personal information we hold about you or to have your details removed then please email <a href="mailto:allseasons@davidbutton.co.uk">allseasons@davidbutton.co.uk</a> or call on 01892 610302 and we will get back to you.