To Whom it May Concern

21st May 2022

GENERAL DATA PROTECTION REGULATION

On the 25th May 2018, the new General Data Protection Regulations (GDPR) will take effect. As a business which holds personal data relating to your company, we are legally obliged to inform you of what data we hold for you and how we will / will not use it.

We, as a Company are legally obliged to inform you in writing that we currently hold your details within our company records. The information we have on file is purely for general communication purposes and to maintain our trading relationship. We do not share the information with any third parties.

The following information is what we hold on file for you:

1. Company Name / Trading Name
2. Delivery / Invoice Address
3. Contact Names and Telephone / Fax Numbers
4. Various Email Addresses
5. VAT Number / Bank account Details
6. Account Activity / Invoice Activity

We use the data relating to your business to facilitate trading with you and your Company and for general correspondence with your staff on a regular basis.

J&A Young (Leicester) Ltd, trading as Jayplas, will never pass on or sell your information without your permission.

If you have any queries at all about the information that we hold, then please don't hesitate to contact the Company.

Kind Regards

J&A Young (Leicester) Ltd