



## PRIVACY NOTICE

### GENERAL DATA PROTECTION REGULATIONS (GDPR) & DATA PROTECTION ACT 2018

Due to the new General Data Protection Regulations (GDPR) which took effect from 25<sup>th</sup> May 2018, we are required to inform you of what data we hold and how the data is handled/stored. This will ensure we are compliant with the new regulations.

For the purposes of our trading relationship with your organisation we hold the following information:

- Company Name
- Company Address & Delivery Addresses
- Contact Telephone Numbers / Fax Numbers / Email Addresses
- Employee Names
- Bank Details (in some cases)
- Trading History (Products & Prices)
- Credit Checking (where applicable)

The data is gathered from prior trading activities and ongoing business, received verbally, in writing or electronically. The data is stored in paper form and on our computer system at our secure offices. Our server is accessible externally under a secure Virtual Private Network (VPN), only authorised employees have access to the VPN. Our server access internally is username and password protected and protected by our internal firewalls. All data held will be for internal use only and used only for the purposes of our trading activities. We will never provide your data to third parties unless we are legally obliged to do so; or you request we do so, i.e. courier companies, credit check companies. Any data passed onto these parties will be conducted within GDPR guidelines and will only be data relevant to our trading activities.

Air End Repair Ltd.  
Unit 5 Waterside Business Park, 1649 Pershore Road, Birmingham B30 3DR  
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Web: [www.airendrepair.co.uk](http://www.airendrepair.co.uk)



## DATA PROTECTION

We will keep your data secure and only store it for as long as necessary for the purposes of our current trading activities with your organisation. Once the data is no longer required we will destroy it securely.

## DATA RETENTION

We will retain your data on file for only for the purposes of future trading. The data is stored on paper and/or digital format at our secure site and only accessed by persons authorised to do so. We will only hold the minimum amount of data required and when the data is no longer required for our trading purposes it will be deleted/destroyed securely.

If you do not wish for us to hold any of your information you can 'opt out' by visiting our website and completing the brief form and ticking the 'opt out' button; or you can inform us via email to [gdpr@airendrepair.co.uk](mailto:gdpr@airendrepair.co.uk); or by post to the following;

GDPR Division

Air End Repair Limited

Unit 5, Waterside Business Park

1649 Pershore Road

Birmingham

B30 3DR

If you have any further queries relating to GDPR and how we use the information we hold about you, please don't hesitate to email your query to [sales@airendrepair.co.uk](mailto:sales@airendrepair.co.uk); or you can call us on 0121 433 3636.