

Jones & Whitehead Ltd

Contractwyr Trydanol

Electrical Contractors

Swyddfa Gofrestredig / Registered Office:

Penrala, Tregarth, Bangor, Gwynedd. LL57 4AU

Ffon / Telephone: 01248 601257 Rhif Ffacs / Fax: 01248 601982 E-mail: info@jonesandwhitehead.co.uk

Dear Customer

The legislation of the European Union's General Data Protection Regulation (GDPR) came into force on May 25th 2018.

As a company we are obliged to provide you with this information to let you know how we use and store any personal information held and obtained by us, Jones & Whitehead Ltd. This information is used only for maintaining our trading relationship and general communication purposes. All personal data is held in a secure and confidential manner, whether it is that of an individual, sole trader, large company or corporate body.

We will not share your information with any third party unless you request us to or we are legally obliged to do so.

We only keep the minimum amount of information that is required and once that data is no longer required it is deleted from our computer system with any hard copy documents destroyed by shredding. We never keep any Credit or Debit Card Details that are provided to us for payment and our card reader machine complies with the Payment Card Industry (PCI) data security standards.

The information that we do hold is as follows:

- Name/Company Name/Trading Name
- Registered/Correspondence/Site Address
- Contact Telephone Numbers
- Email Address
- Bank Details for BACS Payments

If you should have any queries, please do not hesitate to contact us, we will be happy to assist.

Yours Faithfully,
FOR AND BEHALF JONES & WHITEHEAD LTD.,



Iwan B. Jones,
Company Director.

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Rhif TAW / VAT No. 160 5597 58
Rhif Cwmni / Company Reg. No. 1020419
Cyfarwyddwyr / Directors: I. B. Jones, M. R. Hughes
Ysgrifennydd Cwmni / Company Secretary: I. B. Jones