

GENERAL DATA PROTECTION REGULATION & DATA PROTECTION ACT 2018

Dear Sir/Madam,

Under the General Data Protection Regulations (GDPR), effective as from 25<sup>th</sup> May 2018, we are legally obliged to inform you that we currently hold your details on our secure database. This information is retained only for maintaining our trading relationship and general business communication, it is not shared with any third parties.

The information retained is as follows: -

Unitel Direct Ltd.

First Floor

Victoria House

Pearson Way, Stockton-On-Tees.

TS17 6PT

VAT No. 992572575

Telephone number 0844 745 1111

email – [customerservices@uniteldirect.co.uk](mailto:customerservices@uniteldirect.co.uk)

Bank details: Account No. 33996018 – Sort code 20-56-74

The data will be stored on paper/or digital format at our secure site and only processed by persons authorised to do so. Once the data is no longer required it will be deleted/destroyed securely.

Please inform us promptly should you have any concerns in relation to the above. Should we not receive a reply to this communication by the date GDPR comes into force (i.e. 25<sup>th</sup> May 2018) then we would presume you have no objections to our retaining the current information we hold for you on our database.

Yours faithfully.

D.E. SPENCER & SONS (UK) LTD.