



WE SOURCE,

WE SUPPLY,

WE DELIVER.

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23<sup>rd</sup> May 2018

**NOVA CONSTRUCTION PRODUCTS LIMITED - GDPR COMPLIANCE NOTICE**

Dear Customer, Supplier, Provider or Colleague

In order to comply with the upcoming General Data Protection Regulation (GDPR) which comes into force 25

May 2018, we are required to inform you as to what data we collect and how it is processed and handled once we receive it.

In order to provide our services, we currently hold your following information:

- Company names and addresses
- Individual employee names and titles
- Contact phone numbers
- Email addresses
- Bank Details where applicable to accounting purposes

We gather this data from incoming enquiries, ongoing contracts, new clients, suppliers, consultants and subcontractors.

This data is processed onto our systems, and periodically backed up onto a remote server and 3rd party secure storage.

Your information will only be used for legitimate business purposes. We will not transmit our information to other parties unless it is required to fulfil contracted works. All data disclosures will only be relevant to the particular requirements of the contract works. This information will be handled in accordance with the guidelines of the GDPR and again will only be relevant to the requirements of providing our services.

We will never sell your information third parties.

If you have any questions regarding the above, please do not hesitate to contact us, by post or by email to [novaconstructionproducts@gmail.com](mailto:novaconstructionproducts@gmail.com).

Yours faithfully  
Nova Construction Products Limited

Susan Clee  
Company Director