



# LIFTING GEAR DIRECT LTD

*The Name That Carries Its Weight!*

*SALES – REPAIR – TEST – SERVICE – INSPECTION*

*24 HR CRANE BREAKDOWN SERVICE*

*FABRICATIONS – SAFETY EQUIPMENT*

Registered Office

UNIT 16 & 17

THE WALLOWES INDUSTRIAL ESTATE

FENS POOL AVENUE

BRIERLEY HILL

WEST MIDLANDS DY5 1QA

TEL NO: 01384-76961

FAX NO: 01384-75181

EMAIL: [liftinggeardirect@hotmail.com](mailto:liftinggeardirect@hotmail.com)

WEB: [www.liftinggeardirect.co.uk](http://www.liftinggeardirect.co.uk)

## LETTER OF AUTHORITY

### GENERAL DATA PROTECTION REGULATIONS (GDPR - 25TH MAY 2018)

On the 25th May 2018, the laws relating to General Data Protection Regulations are changing.

With this in mind, Lifting Gear Direct Ltd are contacting all of our Customer and Supplier Base to inform them of the data we collect and how we store it.

We collect data in the initial enquiry and quoting process and then possibly again once any trading activities are commenced. The only data we collect is pertinent to the enquiry/transaction, nothing else is sought. We only hold the minimum of data required due to Data Protection.

We ensure that we keep your data secure and only store it for as long as necessary for the purposes of our current trading relationship with you or your organisation.

We hold enquiries and quotations on file in both paper files and also digital files on our computer. These files are kept in secure and private offices and on secure internal servers with access limited to authorised personnel and this data is stored for as long as necessary to complete the transaction or as long as we are required by Law to keep it.

For the purposes of our business relationship with you or your organization, we hold the following information:

- COMPANY NAME / INDIVIDUAL'S NAME
- INVOICE AND DELIVERY ADDRESS
- CONTACT TELEPHONE NUMBERS
- FAX NUMBERS
- EMAIL ADDRESSES
- CONTACT NAMES
- BANK DETAILS (WHERE RELEVANT)
- TRADING HISTORY WITH US : DATES – PRICES – PRODUCTS ETC.

Once the data is no longer required, it is then destroyed in a secure manner.

We will never share your information with other parties unless it is particularly required to enable us to complete your enquiry or order, or if we are legally obliged to do so.

Please tick this box to confirm that you consent to us holding and processing your data in the above manner.

We will assume that by ticking this box you have also obtained consent to submit from any of your Employees whose personal data you sent to us.

We would also like to retain your data for any future quotation/trading purposes. This will be stored on paper and in digital format at our secure site. The amount of data is kept to a minimum and only a limited number of authorised personnel have access.

Please tick this box to confirm that you consent to us retaining your data in this manner.

<b>COMPANY NAME</b>	
<b>YOUR NAME</b>	
<b>POSITION</b>	
<b>DATE</b>	

Please note that you can withdraw your consent to any of the uses of your data at any time.

It you wish to do so, please inform us in writing, or by email and mark for the attention of **STEPHEN SHAW**

Should we not have received any response to this letter by 25<sup>th</sup> May 2018, then we will presume that you have no objection to us storing the current information/data we have for you. However, we would strongly urge you to note/action this request so that we fully comply with G D P R.