



## Customer Accounts

### GDPR – General Data Protection Regulations – 25<sup>th</sup> May 2018

As a customer to DCV Engineering Ltd you will have provided us with certain information that will fall under the new GDPR legislation that comes into effect on 25<sup>th</sup> May 2018. This will replace the current Data protection act of 1998. This new legislation imposes certain obligations upon us regarding our use of this data, what you can expect from us and what you need to know.

#### **Data we hold and why.**

We hold your information for legitimate business purposes only. The information consists of your company name, trading address, various company details, and names of contacts, email accounts, bank details and certain correspondence between us.

#### **How your data is stored & how long it is kept.**

The information we hold is held both electronically and in paper files. All electronic data is password protected and held in secure finance software packages. All paper files are held in locked and secure cabinets. Only those staff within the company who have a legitimate need to see that data is allowed to do so. No data is shared with third parties. All data is kept for a minimum of two years after our last business transaction or as required to comply with HMRC regulations. We will not use your data for any marketing purposes.

#### **Deletion of data**

Should you require your data to be deleted after our business relationship has ended, please email [admin@dcvengineeringltd.co.uk](mailto:admin@dcvengineeringltd.co.uk) or write to our trading address.