

Dear Customer,

As you are no doubt aware, the new EU General Data Protection Regulations (GDPR) comes into force from 25th May 2018. Here at Access and Time Control Ltd, we want to re-assure our customers that we are handling, and will continue to handle, your data professionally, securely and in accordance with the new upcoming new regulations.

We currently hold:

1. Your company name.
2. Your company address
3. Your company e-mail and telephone number.

We use these:

- To keep a log of quotes, service work done, orders supplied and related ancillaries.
- To send you invoices, statements and information regarding important product updates.

What we do NOT do is:

- Sell or otherwise pass to third parties any of your data.
- Store any of your credit\debit card details. Numbers etc are not written down, and are input **ONLY** into the card terminal.

It is important for us to maintain the current good relationships we have with our clients, so, if you would prefer we **NOT** store the information required to upkeep that, please let us know by e-mailing the address shown below and we will remove your contact data accordingly.

gdprout@clocks.ie