

TO WHOM IT MAY CONCERN

On the 25th May 2018, the new General Data Protection Regulation (GDPR) will legally take effect. As a business who holds data relating to your Company, we are legally obliged to inform you of the personal data we hold for you and how we will use it.

We request you read the information detailed below, and if you object to the data we hold or how it is processed, then please contact us and we will remove the information.

We hold your Company information within our systems, this information includes:

- Company Name
- Company Address (including site locations or alternate delivery addresses)
- Company Contacts (buyers/sales/accounts/management etc.)
- Various telephone numbers and fax numbers as supplied by yourselves
- Various e-mail addresses as supplied by yourselves
- VAT number
- Bank account information

Information pertaining to your Company, as well as our own data is backed up daily for security and loss prevention measures, we are the only party who can access that backup.

Your basic details are kept for a minimum of 6 years as dictated by the current NL tax law. After which time they would be securely disposed of.

We use data relating to your business to enable trading with you and your Company and for general correspondence with you/your staff. PPS International BV will never pass on or sell this information.

If you wish to change anything concerning the information we hold please email us at info@pps-nl.com.