

RE: General Data Protection Regulations (GDPR)

22nd May 2018

To Whom It May Concern

COTRAFI trading as Gondrand UK is a Freight Forwarding company and gathers and uses certain information about you / your company.

With the new General Data Protection Regulations (GDPR) being implemented on 25th May 2018, the 'Company' is legally obliged to inform you of what data we may hold about your company and how it may or may not be used.

The information held is to enable the 'Company' to trade with you and is only used for business purposes to help facilitate trading with your company. Information may be passed along to Third parties such as a Credit Scoring agency; to enable us to set credit limits whilst trading.

Information we currently hold within our systems may include;

Company Name & Address,

Names of Personnel,

Businesses contact numbers & Email addresses,

VAT Number,

Company Registration Number,

Website URL,

Bank Account details & payment history,

Credit Rating.

Any Data stored about your company is kept in secure pass worded systems & Servers onsite and backed up daily. This information can only be accessed by ourselves or our IT support company in emergencies.

To comply with upcoming regulations, we require your consent to continue holding your data to enable us to contact you about other services.

We do not share your information with any other outside company.

If you do not consent to us acting on your data, enabling us to contact you about other services please reply to this letter.

If we do not receive a response to this letter by 31st May 2018 we will take it as consent for us to continue storing your data as detailed above.

Thank you for your understanding in this matter.

Yours faithfully,

Mr P B Spencer
Managing Director
Gondrand UK

