

25th May 2018

Dear Customer/Supplier

The **General Data Protection Regulation (GDPR)** is due to start on the 25th May 2018.

CDI Innovative Construction Materials Ltd hold data on our clients/suppliers and third parties to provide our services.

This communication details the data CDI Innovative Construction Materials Ltd may retain, process and use relating to your business.

CDI Innovative Construction Materials Ltd is committed to ensuring all information held is secure, accurate and relevant. To prevent unauthorised access or disclosure we have implemented suitable physical and managerial procedures to safeguard and secure all the data we hold.

We do not hold any of your personal data, only data relating to your company (e-mail address, name, company details and where necessary if you are a supplier your bank details to pay you). These details are provided by you and are necessary to enable us to fulfil the contractual obligations between our companies.

We take your privacy very seriously and will only use this data to administer your account and provide you details or information that you have requested.

All data is secured safely within cloud service and we use fully up to date firewalls and anti-virus software. Your data will be retained for 7 years after termination of our relationship, in line with our statutory requirements.

We will never disclose your data to any third party, sell or transfer our e-mail database.

If this is acceptable to you and you wish to continue receiving e-mails and phone calls from us then you do not need to do anything.

Should you wish to stop receiving e-mails from us or even check what data we hold for you, please reply to this email with your request and we shall action it.