



East Riding Horticulture Ltd
Glebe Cottage Farm
High Lane
Sutton upon Derwent
YO41 4BY
01904 608157

www.eastridinghorticulture.co.uk

Re: General Data Protection Regulation

May 2018

Our reference: GDPR

To Whom It May Concern

The new General Data Protection Regulation (GDPR) will take effect on the 25th May 2018. As a business who hold personal data relating to your company, we are legally obliged to inform you of what data we hold for you and how we will/will not use it.

We request you read the information contained within this letter: The information we store and use is to enable us to trade with you.

Information about your company

We hold your company information within our office admin systems; Sage, Microsoft Excel, Microsoft Word, Google Docs, Microsoft Exchange 2016 & Office 365 (the Microsoft Exchange 2016 is located onsite). The information includes:

- Company Name
- Company Address
- Company Contacts
- Various Telephone numbers and Fax numbers as supplied by you
- Various email addresses as supplied by you
- VAT number
- Bank account details if we need to make payments to yourself, this is held on our online banking or Sage.

Information about your company is backed up and stored securely for security and loss prevention purposes. During the transfer the data is encrypted. The information stored can only be used for restore purposes by our company. As such, we are the only party who can access this.

We use data relating to your business to facilitate trading with you and your company and for general correspondence with your staff. We will never pass on or sell this information without your permission and we do not transfer this data outside of the European Economic Area (EEA).

We sometimes share your information with trusted selected suppliers, partners or haulage companies, who may complete an order on our behalf.

T: 01904 608157

E: sales@erh-ltd.co.uk

W: www.eastridinghorticulture.co.uk



Everyone who works for East Riding Horticulture Ltd has a responsibility for ensuring that the data is collected, stored and handled appropriately.

Retention of Data

Personal Data will only be retained for as long as necessary to provide services to you. However, in order to comply with legislation such as Companies Act and accounting for HMRC purposes, we will need to retain "legally required personal data" for a period of up to 10 Years.

Subject Access Requests

You have the right to ask us about what information we hold about you and this can be requested by emailing accounts@erh-ltd.co.uk or writing to East Riding Horticulture Ltd, Glebe Cottage Farm, High Lane, Sutton upon Derwent, York, YO41 4BY.

For more information on your rights please visit: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Relevant Contact info:

sales@erh-ltd.co.uk

If you have any questions on how we handle our data please use the above contact address.

Kind regards

East Riding Horticulture Ltd