

## General Data Protection Regulation (GDPR)

In order to comply with the incoming General Data Protection Regulations (GDPR) which come into force on the 25th May 2018 we need to let you know what data we collect and how it is handled/processed once we have it.

Relevant data held by Sale Group (inclusive of Sale Service & Maintenance Ltd, Sale Maintenance Ltd and Sale NuGen Ltd) includes some or all of the following:

- Company Name
- Company Address
- Individual Employee Names
- Contact Phone/Fax Numbers
- Email Addresses
- Bank Details
- Credit Checks
- Client Customer Detail (for delivery/contract purposes)

This data is collected from incoming enquiries (email, post or by telephone), general correspondence and third party credit checking companies. The data is processed onto our systems and periodically backed up to third party remote servers.

Your information will only be used for the processing of quotations/contracts. We will not transmit your information to other parties unless it is required to fulfil your request for a quotation or to complete a contract. All data disclosures will be relevant only to the requirements of the quotations/contracts. We will never sell your information to a third party.

On completion of quotations/contracts we will hold the digital and physical data on record. These files are held at physical locations on site and on secure servers both on site and remote.

Please note that there is no need to "opt-in" as we do not use your personal details for marketing purposes. The details that we collect are purely used to fulfil our contractual obligations.

If you agree to us holding data as above, you do not need to do anything. However, if you wish us to remove your data, please respond to this letter.

If you have any queries or issues with the above please contact us at [info@salegroup.co.uk](mailto:info@salegroup.co.uk)

Kind Regards



**Signed:** Peter Sale  
Director: Sale Service & Maintenance  
Ltd/Sale NuGen Ltd

**Date:** 3rd January 2023



**Signed:** Collin Meaney  
Director: Sale Maintenance Ltd