**GDPR NOTIFICATION**

As part of the General Data Protection Regulations Directive, we are required to inform you regarding any and all data we hold about you.

We take the privacy of your data seriously. In our continuing efforts to protect your data we affirm that the information we hold on file may contain the following: -

1. Your name, contact details and telephone numbers including email address(es), and if applicable, your company name, contact details and telephone numbers including email address(es), your job title, office address (es);
2. The services we provide to you / your company;
3. Your historical billing information;
4. Support information including detail on your drainage / pipework systems, layout and connectivity, previous works completed and notes on any of your specific requirements;
5. Invoices / Credit Notes / Statements / Receipts / Remittances.

In addition, we ensure: -

* 1. That we take every precaution to protect your information. Our database is restricted and password protected. Paper copies of job sheets etc are stored securely;
	2. That we do not share any of your data with any other person or organisation without your prior, informed consent;
	3. That we are happy to provide you with a copy of any information we hold about you / your company for your perusal;
	4. That we are happy to add/change/update/delete any information we hold about you at your request.

 Your information may be shared with the following: -

1. HM Revenue & Customs
2. Our Company Accountant
3. IT/Software Company Representatives
4. Company Bank
5. Sage accounting system
6. Staff members of MG Drainage Ltd

The data we hold about you is your data. Should you wish to view the data we hold about you please let us know and we will provide it to you securely within thirty working days.

With regard to sending emails, we hold your email address in order that we can communicate on our services, send out invoices, service based messages and to trace previous history.

Should you have any objections to the above or have any questions, please do not hesitate to contact us. Thank you for your continued support.

**MG Drainage Ltd**