



*Window & Door
Specialists*

22nd May 2018

Dear Sir/Madam

RE – GENERAL DATA PROTECTION REGULATIONS – GDPR

As from 25th May 2018 the new GDPR regulations come into force. This means we must inform you of the data we hold for you and how we use it. Listed below are the details which we hold for you. These details are held on our database on our server and in paper form in a secure locked area. We will only use this information when trading with you and will never sell or pass on the information we hold for you.

Please could you read the list below and then sign and return the form to state that you give consent to us using your data in this way.

- Your name
- Your address
- Your telephone
- Your e-mail address
- Any other relevant documentation

There is no need for you to fill in the above information as we already hold these details on our database.

We thank you for your time.

Yours faithfully

David Fozard
Managing Director

Jade Windows (Brighouse) Limited

Manufacturers & Installers in P.V.C.u & Aluminium

622 Bradford Road, Batley, West Yorkshire, WF17 8HF

Phone: 01924 438277 Email: sales@jadewindows.co.uk Web: www.jadewindows.co.uk





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We/I on behalf of
authorise and accept that the data we/I provide Jade Windows (Brighouse) Limited, for the purpose of trading, can and will only be used for the purpose as set out in our accompanying letter dated the 22nd May 2018 and will never be sold or passed on.

Please retain a copy for your records.

Signature Position

Print Name Date

Please return this form to the above address or e-mail joanne@jadeindows.co.uk

Should you not sign and return the form but continue to trade with us after 25th May 2018 we shall treat that as authorisation for us to hold and use your data for trading purposes. However, we think it is preferable for both us that the consent is explicitly given by signing and returning this form.

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