

Dear Customer

Here at Shawcross Ltd, we feel that our customers are the key to our success. With so many issues and changes with regards to Data Protection and Customer Rights, we want to take a moment to reassure you that as a company we treat your information securely and respectfully.

Shawcross Ltd holds data relating to your company and in order to prepare/comply with the regulations we are legally obligated to notify you of the details we hold and your individual rights under the new legislation.

We hold an amount of data on yourself/business (previously given to us by your company) which will include some or all of the following: Full Name, Business Address, Delivery Address, Invoice Address, VAT Number, Company Registration Number, Contact Telephone Number (Mobile and/or Landline) and Email Addresses.

If you pay us via Cheque, Direct Debit or BACS we also keep a secure record of your bank details.

We use this information to allow us to fulfil our contractual obligations as a customer of or supplier to Shawcross Ltd. The data held, and any historic information, is for trading and associated correspondence only. We share this information with our internal and external Data Processors (our staff) who also adhere to our privacy policy. We will never pass on or sell this information to any third parties without your consent.

You have the right to request a copy of the information Shawcross Ltd holds about your company, if you would like a copy of the data held please email your request to accounts@shawcrosssigns.co.uk . You have the right to request that any details held are deleted or inaccurate data is corrected. Shawcross Ltd endeavours to keep all information held up to date and accurate.

Shawcross Ltd would like to continue to correspond with you in the future using the details held above. If you prefer not to be contacted by us in the future please reply in writing to either – Email: accounts@shawcrosssigns.co.uk or Post: Shawcross Ltd, Priory Street, Priory Industrial Estate, Birkenhead, Wirral CH41 5JH

Yours sincerely
Kevin O'Dell