



# Ingham & Garner Ltd.

BUILDING CONTRACTORS

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Dear Sir/Madam

Since the deadline for the legislation of the European Union's General Data Protection (GDPR) is coming up (Friday 25<sup>th</sup> May 2018) we write to inform you that as a company, we are legally obliged to inform you that we currently hold your details within a secure database.

This information we hold is for making payments for goods or services & also communication purposes. We will never share the information with any third parties and it is kept within our finance department.

The information we hold is below –

- Company Name & Address
- Telephone & Fax Numbers
- Email Addresses
- Bank Account Details
- VAT & Company Registration Numbers

Should you wish to amend and/or remove any data in which we currently hold, please email [accounts@inghamgarner.co.uk](mailto:accounts@inghamgarner.co.uk) or telephone 0151 430 9554.

Kind Regards

Jennifer Burrows

Director

