



“Customer & Supplier “

GDPR Statement

As a business we currently hold personal data relating to your company and are legally obliged to inform you of what data we hold for you and how we will use it.

Our accounting system 'Sage' and our ERP system, 'Radan E2I' both store the information detailed below:

- Company Name and Address
- Company Contacts
- Various telephone numbers, fax numbers and email addresses as supplied by you
- VAT number and Bank Account details

These are computerised systems that are backed up externally for security. Our Third-party IT Service supplier of choice, (Technical Drive Ltd) manages our firewalls, internet security and system integrity. Only authorised Radshape Sheet Metal Ltd personnel have access to the password protected accounting & ERP systems.

The information we store, and use is to enable us to trade with you and for general correspondence with your staff. Radshape Sheet Metal Ltd will never pass on this information on without your authorisation.

We know that you take the new GDPR changes and overall data protection as seriously as we do and trust that you will have no concerns.

*If you have any questions, comments or concerns please contact our Data Protection Officer Ian Morrall on **i.morrall@radshape.co.uk**.*