



**TABS**  
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## General Data Protection Register (GDPR) Statement

### To whom it may concern:

Since the 25<sup>th</sup> of May 2018, the new General Data Protection Regulation (GDPR) has legally taken effect. As a business which holds data relating to yourselves, we are legally obliged to inform you of what data we hold and how we will / will not use it, and your rights regarding its storage.

We would be grateful if you could read through the information contained in this letter and confirm in writing that you consent to us using and storing your data as outlined below. To confirm your consent, please complete the attached form and either scan and email it back to me, or return it by post.

### Information about you

We hold the information (previously given to us by yourself) on encrypted and password protected computers.

Information Held included as appropriate:

- Name
- Address
- Telephone number
- E-mail address
- Financial payments

The data we hold, along with other historical order information is backed up for security and loss prevention purposes. The data is password protected.

We use your data to enable us to liaise for associated correspondence, and for no other purpose. Tabs International will never pass on or share any of the data outlined above without first obtaining your permission to do so.

If you would like to know exactly what data we hold about you then please forward a written request to us for that information. You have a right to request that any information you do not wish us to hold is deleted and that any inaccurate data is corrected.

Your data will be stored while you remain a Supporter and for a further period of 6 years after that date in line with HMRC recommended best practice for the storage of historical trading information.

Thank you for your time,

Yours sincerely

Ellen Sanders  
Chair  
Tabs International