

Customer Privacy Notice

As you may be aware the new General Data Protection Regulation (GDPR) comes into force on 25th May 2018. With this in mind we have started to update our policies regarding the retention of personal data. If you are unable to authorise any of the actions required, I would appreciate it if you could please pass this onto the correct person.

We will continue to use contact details already held against your business account. The lawful process we use for this processing is: "legitimate interest"; for business to business transactions i.e. invoices, credits, statements, quotations and correspondence.

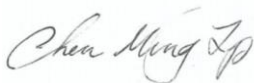
We will automatically opt-out your business of any K.E.S Power & Light Ltd marketing mailshots i.e. information regarding existing and new products. If you wish to opt-in to receive marketing information from ourselves please complete the attached 'GDPR Op-In Consent Form'.

Regarding passing your details to a third party, we will automatically opt-out your business. We will be unable to pass your details to our suppliers for direct shipping of orders, as well as passing your details to a courier for delivery of any goods that you may order. This is because our supplier will request a contact name and or contact telephone number, which is classed as 'personal data', to whom the shipment is for. If you wish to opt-in please complete the attached 'GDPR Opt-In Consent Form'. **Please note;** should you opt-out of direct shipping from our suppliers we reserve the right to charge additional shipping costs incurred. This may also delay the receiving of orders placed. Data held by third parties will be subject to their own GDPR policy (these will be available upon request). No data will be passed or sold to a third party for marketing purposes.

Please return the completed 'GDPR Opt-In Consent Form', either by post to the above address or email it to admin@kes.co.uk.

As part of GDPR you are able to apply for access to personal data held by K.E.S Power & Light Ltd. We will normally comply with your request at no cost. However, if the request is manifestly unfounded or excessive, or if it is repetitive, we may contact you requesting a fee. This fee must be paid in order for us to comply with the request. Subject Access Request Forms are available on request.

Yours sincerely,



Mr C Ip
Finance Director

Enc. GDPR Opt-In Consent Form



GDPR Opt-In Consent Form

Please opt my business back into receiving K.E.S Power & Light Ltd marketing mailshots only re: Existing and New Products by:

Please tick one or more of the following:

Email (please complete email addresses below)

Post

Please opt my business back into allowing K.E.S Power & Light Ltd to pass our details onto *Third Parties i.e. to K.E.S Power & Light Ltd suppliers/couriers.

Company Name: _____

Company Address: _____

Post Code: _____

Co. Number: _____

Signed: _____

Date: _____

Print: _____

Position: _____

Email Addresses: _____

* K.E.S Power & Light Ltd will never pass or sell your data to a third party for marketing purposes. Third Party GDPR policies will be available upon request (please note; we will have to request this from the third party)

