



Firm Power Electrical Contractors Ltd
9 Ash Court, Engine Lane, Newthorpe, Nottinghamshire NG16 3RP
Phone: 0115 930 6687

18th May 2018

Dear Supplier,

Due to the new GDPR legislation coming into effect May 2018 I am writing to inform you of the personal information we hold for you and the terms under which we control it.

Firm Power will be what is known as the 'Controller' of the personal data you provide to us.

The records we hold for you may include:

- Your name
- Company name
- Company Address
- Company Phone number
- Company Email address

We need to know this basic personal data in order to fulfil our contract we have with you.

All the personal data we hold about you is only stored and processed in the admin/accounts office and we do not pass your details on to any third party.

We keep your personal data for the duration of your contract with us and for 7 years after a live job, enquiries are stored for 12 months. After this all digital and hard copy files will be destroyed.

Your personal information will not be used for any marketing purposes and you can request to have a copy of any data we hold for you at any time.

If you have any further questions please do not hesitate to contact me.

Many thanks,

Abi Whyley
Data Protection Officer