

B&K Forklift Trucks Ltd

**Unit 27 Royds Enterprise Park
Bradford, BD6 3EW
Tel: 01274 355688 Fax: 01274 355687**

5th May 2018

Dear Customer(s)

As you may be aware the new General Data Protection Regulation (GDPR) is in place as of the 25th May 2018.

In preparation for this B&K Forklift Trucks Ltd is committed to ensuring ongoing compliance.

The safeguarding of your information is taken very seriously by our company and we have processes in place both physical and electronic to ensure your data is secure in order to prevent unauthorised access.

We store and utilise company address details, bank details, contact names, e-mail addresses, telephone numbers and job titles in order for us to contact our customer and suppliers within the normal context of business transactions, with regards to sending and receiving quotes, invoices, payments, remittance advices and general communications.

B&K Forklift Trucks Ltd do not share, market or communicate any personal data to any third party at any time.

Assuming that you are satisfied with this arrangement, we will continue to hold your records on our system, however please contact us immediately if you do not consent to this or have any other questions.

**Yours Sincerely
Paul Turner**