

# J.B. Owens

( Proprietors R.E.& T.E.Hawkes )

**Pretoria Building, High Street, Tywyn, Gwynedd. LL36 9AF**

Telephone or Fax Tywyn (01654 710352)

and Tywyn (01654 712332)

VAT REGISTRATION No 158 9286 14

5th July 2018

Dear Sir/Madam,

RE: GDPR Regulations

As from 25<sup>th</sup> May 2018 the law is changing and the new GDPR regulations come into force. This means that we must inform you of the data we hold for you and how we will use it.

Listed below are the details which we may hold for you, these details are held in our accounting software database on our computer. We will only use this information when we are trading with you and we will never disclose to any third party or use your information for marketing purposes.

All your information is stored securely on our computer system, so we are in complete control of what happens with your information.

Details we may hold:

**Name**

**Address**

**Telephone numbers**

**E-mail addresses**

In order for us to continue to provide products and services to you in the future, it is in your legitimate interests for us to hold some of your data on file.

If you would like to see more information about how we store, update and delete your information please contact Charlie Severn at [jbowenstywyn@gmail.com](mailto:jbowenstywyn@gmail.com)

Yours faithfully,

*Charlie Severn*

**Charlie Severn**

**Business Manager**

