

General Data Protection Regulation

25 May 2018

Dear Sir or Madam,

As you may know, new EU regulations regarding the way in which companies manage your data are coming into effect on 25 May 2018.

We here at Greenway have taken this opportunity to evaluate our data management systems and have taken steps to ensure that you have as much control over your information as possible.

The information that we securely retain includes:

- Employee names
- Job titles and roles
- Delivery and invoicing addresses
- Telephone numbers
- Fax numbers
- Email addresses

This information is only ever used to facilitate regular business activity such as keeping you informed on the status of your orders, processing payments, and providing quotations.

We will **never** sell or otherwise divulge your information to third-parties without your explicit prior approval.

You have the right to request a copy of the information held on you or your company at any time, as well as the right to request the deletion of said information.

Robin Lipington
Director