To Whom It May Concern

*General Data Protection Regulation GDPR*

We are contacting you today regarding the new legislation General Data Protection Regulation (GDPR) that will take effect on 25th May 2018. We are legally obliged to inform our suppliers of the personal data we hold, why we hold it.

Acura Foods Ltd holds the following information on your business:

* Company Name
* Address
* Company Contacts
* Phone Numbers and Fax Numbers
* Email Addresses
* VAT Number

Acura Foods Ltd holds this information for trading, orders and queries purposes.

Acura Foods Ltd has always taken the security of your data seriously. No unauthorised personnel has access to these. The information you supply us with is only shared within our business to enable trading with you. Your information is never sold or passed on to a third party without your permission.

We are required by UK tax law to keep your basic personal data for a minimum of 6 years from last invoice after to which time all will be destroyed by deletion from the computer and shredding of any paper copies.

Please can you complete the GDPR Acceptance and return to david.eaton@acurafoods.com

Yours sincerely,

David Eaton

**General Data**

**Protection Regulation Acceptance**

I/We on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accept and authorise that any data provided to Acura Foods Ltd by our company for trading purposes can be used for the reasons in the GDPR Letter sent.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Position within the company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please take a copy of this letter for your records.**