

NEWBREL LTD

On 25th May 2018 GDPR comes into force across Europe. This replaces the 1988 Data Protection Act and represents a wholesale change in data protection legislation, reflecting the “online revolution” which has taken place in the interim.

Newbrel Ltd are fully committed to the changes in legislation. The protection of customer and supplier data is of paramount importance to us and for this reason we are making a number of changes internally to protect the data we hold. We enclose below our Privacy Notice which summarises the changes in your rights and our responsibilities.

One particularly important aspect of data protection in this digital age is the secure transmission of personal data electronically. Whilst some of our data collection will still be paper based, most of our customers and suppliers are used to communicating with us electronically, usually by email. As has been widely reported in recent times, email is not a secure means of communication. With this in mind we confirm that our email system, Microsoft Office 365, is fully compliant for GDPR. Our software incorporates industry leading security measures and privacy policies to safeguard your data in the Cloud, including the categories of personal data identified by the GDPR.

Please feel free to contact us if you have any questions regarding our GDPR policy.

Kind Regards

Newbrel Ltd

Newbrel Ltd – Privacy Policy

In compliance with UK and European data protection regulations, this privacy policy explains what personal information we collect from you when you are a recipient of our services or visit our website.

Newbrel Ltd is committed to processing personal information about its customers and suppliers in ways that comply with its legal and regulatory obligations, and to being clear with customers and suppliers about what it does with their personal data.

Data Collection

Newbrel Ltd may collect personal information which we receive when

- You use our services or Purchase our products or Supply Products to Newbrel Ltd
- You contact us or
- You are a recipient of our services or we use your services/purchase your products.

We collect the following types of information:

- Your name, your company's name, your company's address, your position in the company, your company email address and contact telephone number(s).
- Payment information such as your company's bank account details.

Why do we collect this information?

We collect your personal information to:

- Carry out our normal Business operations
- Meet our legal and regulatory obligations.

How do we collect this information?

We collect personal information

- **Directly from customers and suppliers** eg. When products are Purchased from Newbrel Ltd or products supplied/ or services provided to Newbrel Ltd.
- Historical Records.

We are committed to keeping your information up to date as far as reasonably possible. However, if you believe that we have made an error, then please contact us as we have outlined below and we will use reasonable endeavours to correct.

Keeping Your Information safe and secure

Newbrel Ltd is committed to keeping customer's and suppliers personal information secure and we undertake to have appropriate processes and procedures in place to safeguard personal data against loss, damage, destruction, theft or unauthorised access, use or disclosure. Where data is used in electronic format it will always be transmitted by secure electronic means.

Third Party Access

Your personal data will never be passed to third parties without your explicit consent except where Newbrel Ltd use the services of a third party IT support provider to manage our data and Law Enforcement Agencies. All our systems are located in the UK or EEA.

How Long do we keep personal data?

We will only retain customers and suppliers information for as long as it needs to carry out our normal business practices and meet any obligations.

Access to Personal information

To make a request to Newbrel Ltd for any personal information we may hold we need you to contact us by writing to the address provided below:

Newbrel Ltd

Gainsford Drive

Halesowen Industrial Park

Halesowen

West Midlands

B62 8BQ

Or by emailing us at joannejones@newbrel.com

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated 23rd May 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or about any information we hold about you:

By email: joannejones@newbrel.com

Or write to us at **Newbrel Ltd**, Gainsford Drive, Halesowen Industrial Park, Halesowen, West Midlands, B62 8BQ.