

---

# R. J. HOLLAND LIMITED

1 THE OLD STABLE YARD,  
WOOD STREET, SWANLEY, KENT, BR8 7PA  
TEL. 01322 660 391  
FAX. 01322 668 277

EMAIL: [info@rjholland.co.uk](mailto:info@rjholland.co.uk)  
[www.rjholland.co.uk](http://www.rjholland.co.uk)

---

23rd May 2018

Dear Customer / Supplier,

The new General Data Protection (GDPR) comes into force on 25<sup>th</sup> May 2018.

R.J. Holland Limited take your privacy seriously, so keeping your data safe is a top priority which is why we have the stringent controls in place to ensure all data is protected.

We hold various data on our database in relation to your organization which may include: -

- Contact details, such as telephone numbers, registered and business addresses
- Company registration number, VAT number, Unique Tax Reference and National Insurance Numbers
- Contact names and email addresses
- Bank details

For our customer's we may hold data which includes director's names.

For suppliers we hold data which include director's names, trade references and bank details for our payment purposes.

This information is only used for business purposes to ensure a smooth process of your accounts with ourselves and is never passed onto any other organization / persons.

In order to comply with the new GDPR regulations we require your consent to us holding your data on file, therefore please reply to [info@rjholland.co.uk](mailto:info@rjholland.co.uk).

I appreciate you will be inundated with letters requesting your consent so if we do not receive a reply by 25<sup>th</sup> May 2018, we will assume your consent has been given.

Yours sincerely



Sam Howes BSc (Hons)  
Director  
R.J. Holland Limited



AECB  
Accredited Contractor

