

## General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) 18

### Privacy Notice

To Whom It May Concern

In order to comply with the General Data Protection Regulations which will come into force on the 25<sup>th</sup> May 2018 we need to inform you of what data we collect and how the data is stored and handled.

In order to provide our services, we need to collect the following information:

Company addresses  
Company names  
Contact Phone Numbers  
Individual Employee Names  
Delegate records in relation to training courses performed by Carl Stahl Evita Ltd.  
Contact Fax Numbers  
Email addresses  
Client customer details (for contact and delivery purposes)  
Credit check details  
IP Addresses from use of Carl Stahl Evita website  
Trading statistics from transactions with Carl Stahl Evita

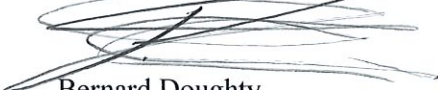
The data is gathered from incoming enquiries, search engines or verbally and we also use 3<sup>rd</sup> party credit check companies from time to time. This data is processed onto our systems and backed up periodically by 3<sup>rd</sup> party remote servers. We stress that your information will only be used for processing quotations and rarely for marketing purposes. We will not transmit your information to other parties, unless it is required to fulfil your request for a quotation, to complete an order, or we are legally obliged to do so, data disclosures will only be relevant to the requirement of the quotation.

**We will never sell your information to 3<sup>rd</sup> parties.**

On completion of any quotations we will hold the physical and digital files on record. The files are held in file rooms on site and in secure servers.

During processing orders, we may be required to send data to 3<sup>rd</sup> parties, these include but are not limited to courier services, business control software providers and online credit check companies. Any information passed on to these parties will be conducted within the GDPR guidelines and will only be relevant to the requirements of providing our services.

Should you have any issues with the above information or queries regarding any of the above, please do not hesitate to contact us.



Bernard Doughty  
Managing Director