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## **GENERAL DATA PROTECTION REGULATIONS**

The following statements are designed to keep your personnel data safe and to give you better control on how your personal data is used and stored. It also gives you extra rights as to how your data is used.

As a company primarily involved in the service and repair of breathing apparatus, breathing air cylinders and compressors we acquire data on these pieces of equipment but do not store personal data of the client except that required to conduct normal business eg telephone number, clients name etc. We would also keep a log of the clients contact email address, but as discussed later we do not disclose or sell information to any third party.

Any information that we might currently hold on any of our customers, we hold in a safe, secure and responsible manner on our computer systems or paper storage and is controlled by limited and approved internal regulation via password secure data systems and confidentiality statements signed by all employees regarding third party information.

As a company we respect your rights and take security of the data we hold very seriously. The information we currently hold is as follows

- Name of customer or trading name
- Individual contact name and title
- Delivery address and/or Invoice address
- Contact number and email address
- Insurance certificate where appropriate
- Orders with specific site information eg EHS Portals
- Bank details where applicable for Invoicing purposes

We do not maintain records of credit card details and will ask every time for the credit card number. As a valued customer of our company you do not need to do anything as these changes are automatic. However, if you are unhappy or have specific questions concerning any data we might hold please contact us on 021-4968383 or [sales@indpt.ie](mailto:sales@indpt.ie)