



## Burgess Galvin & Co Ltd

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## Data Privacy

May 2018

The [EU General Data Protection Regulations \(GDPR\)](#) came in to force on 25th May 2018. We at Burgess Galvin & Co Ltd take the privacy of your data seriously. In preparation for the new regulations we have reviewed all our data processing activities to ensure we are fully compliant.

As part of this exercise we have reviewed and will continue to review the data we hold relating to our **customers** and **suppliers**. We can confirm that all the data we hold is for business purposes only and is intended to ensure the efficient administration of our customer and supplier accounts. Data we hold includes:

- Key contact data including name, email address, telephone numbers, etc for staff involved in the purchase and supply of products and services.
- Contact data including name, email address, telephone numbers, etc for finance staff involved in invoicing and financial queries.
- Bank details for those suppliers whom we pay by electronic funds transfer.

We will not release your personal data to any third party for any sales or marketing purpose.

If you have any questions about how we process your data please send an email for the attention of the Data Controller to [dataprotection@burgessgalvin.ie](mailto:dataprotection@burgessgalvin.ie).

Thank you.