

24th May 2018

Compliance with the General Data Protection Regulation (GDPR)

At Eling Studios (2016) Ltd, your trust is important to us and we are committed to safeguarding your personal data. Therefore we are writing to tell you about our preparations for the GDPR.

As you may be aware, the GDPR becomes applicable across the European Union on 25th May 2018 and makes significant changes to the way we must look at personal data relating to end users, customers, staff and other individuals. Compliance with GDPR is a board level priority for Eling Studios (2016) Ltd.

We have a GDPR Policy within Eling Studios (2016) Ltd to ensure we are ready to comply with our responsibilities under the GDPR when it becomes applicable on 25th May 2018.

One area of focus within the policy is the relationship we have with companies, employees and individuals who may have access to, or actively manage personal data for which we are responsible. The information we hold may contain the following:

- Business & Contact name / address / email / telephone numbers
- Purchase orders /invoices / credit notes / statements / receipts
- Registered Company and VAT numbers
- Business bank account details (we do not keep any credit card details)

Your information may be shared with the following:

- HM Revenue & Customs
- Company Accountant
- IT / Software company representatives
- Company Bank
- Sage UK Ltd (accountancy software provider)
- Staff members of Eling Studios (2016) Ltd
- 3rd party organisations where necessary. We will not pass your information onto any 3rd party without your permission.

If you no longer wish for us to hold your information, please notify us.

Your faithfully



Andrew Coombs
Director