

22<sup>nd</sup> May 2018

To All Customers, Suppliers and Business Partners

## POLICY STATEMENT

Re General Data Protection Regulation (GDPR) Effective 25<sup>th</sup> May 2018



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HEATHROW

UNIT 5, PLANET CENTRE,  
ARMADALE ROAD, FELTHAM,  
MIDDLESEX TW14 0LW.  
TEL: +44 (0)20 8917 8900  
FAX: +44 (0)20 8917 8901

[www.aircargo.co.uk](http://www.aircargo.co.uk)

As I am sure you are aware the General Data Protection Regulation will legally take effect on 25<sup>th</sup> May 2018. Air and Cargo Services holds personal data relating to your business and we are required to inform you of what data we hold and how we will use it.

Please read the information contained within this statement and advise if you have any issues with the storage and use of your data as outlined below.

### Information we hold:

The following information is held within our servers, which are located in a fully secured Tier 3 Data Centre:

- Full Business Name and Address (including Site Locations)
- Business Contacts (Buyers / Sales / Accounts / Management)
- Various Telephone Numbers as supplied by you
- Various email addresses as supplied by you
  - Email addresses and email history is held within our in house email server and archive.
- Company Registration Number
- Credit Reference Data
- VAT and EORI numbers where applicable
- Bank Account details

Information about your business is backed up and stored off site at a second Tier 3 Data Centre for security and resilience. Data is encrypted during transfer. This data can only be used for restoration of data to our servers in the event of a system failure.

We use the data we hold to facilitate trading with you and your business and for correspondence with your staff regularly. We will never pass on or sell your data to any third party. We have an opt out policy for 3<sup>rd</sup> Party Data.

Yours sincerely,

Carl Aspital

CIO/Group Technical Director

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DIRECTORS  
R.E.C. McCarthy - *Chairman*  
K.D. McLean - *Managing*  
R.A. Winmill - *Finance*  
M.J. Campbell-Webster - *Operations*  
C.D. Aspital - *Technical*

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REGISTERED OFFICE  
Unit 24, Cobham Way,  
Crawley, Sussex RH10 9RX  
Registration England 401523

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All business transacted subject to the  
current Trade Conditions of BIFA.  
Copy on application.



REGISTERED  
SECURITY AGENT  
No: 464