

# Our use of your personal data

It is important that you read and understand our General Terms and Conditions of Sale (applicable to Consumer Buyers), in particular the sections in Clause 2 (titled 'Basis of Sale') that deal with how we will use your information. By placing an order with us, you agree that we can use your information in the ways described and that our General Terms and Conditions of Sale (applicable to Consumer Buyers) will apply.

As part of our normal business practice we intend to contact you from time to time to give you information about products and services provided by us and our Associated Companies and/or third parties that we believe may be of interest to you. This contact may be made by letter, telephone, e-mail or facsimile transmission. We believe that this enables us to provide you with the best possible service. However, if you do not want to be contacted by any of the methods described, please tick the appropriate box below. Please return this form to us in the enclosed envelope.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Email: \_\_\_\_\_

Account No: \_\_\_\_\_

Letter

Telephone

Email

Fax

If you would like to receive your invoice by Email please tick here.

Please note that we and our Associated Companies do not provide personal data to third party organisations except where required to do so by law, statute or regulation.

**You have the right of access to your personal records held by us and/or credit reference agencies. We will comply with your request and/or supply the names and addresses of the credit reference agencies upon your written request.**