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**General Data Protection Regulation (GDPR)**

**Legal Notification**

Rebel is committed to delivering a transparent and professional service at all times and adhering to data protection regulations. All companies regardless of size now need to comply with the new General Data Protection Regulation (GDPR EU 2016/679) which comes into effect on **25th May 2018**.

We kindly ask that you review this legal notification and confirm by email or in writing that you consent to us using your personal data as outlined below; either by email or by signing and returning this document. Should you leave the business, just let us know and we delete your personal data. You can email your account manager or our dedicated email datacontroller@rebelofficesupplies.co.uk and your data will be deleted.

**What personal data do we hold and where?**

The following information is held on our CRM initially:-

* Employee name
* Mobile number (for home or field based employees)
* Email address
* Home address (for home or field based employees)

**Why is my personal data stored?**

Your data is stored to enable us to supply and distribute goods and services and occasional product / services emails (where there is a legitimate interest) or business updates which you can opt out of at any time.

**Data processing**

When an order is processed from our online ordering system (SSL encrypted) it then drops into our back office system (SSL encrypted cloud based platform) ready for processing and delivery.

Delivery data is transferred into a secure online portal or onto hard copy delivery notes which are returned to the office as proof of delivery at the end of the day. Drivers are assigned an individual route plan to their PDA (Personal Digital Assistant / smart phone) and can only see their own route. The driver delivers to the address shown on the order and customer information is shown here until the delivery/collection is completed or once the route has ended (min 1 day - max 5 days).

Our suppliers have all been sent NDAs to ensure that they never disclose our clients’ personal data and it is used solely for the purpose of delivery/collection of goods/services.

**By law we require your authorisation to hold your personal data – please sign or email us at** datacontroller@rebelofficesupplies.co.uk

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorise and accept that any data I provide Quills Office Supplies Ltd (known as Quills Group) is for the sole purpose of the supply/delivery of goods and/or services as outlined above.

**Company Name:**

**Signature:** **Position:**

**Print Name:** Date: / /2018