



ONE STOP AIR SHOP LIMITED

OYSTER LANE, BYFLEET, SURREY KT14 7JQ

TEL 01932 348777 : FAX 01932 354954 :

Email sales@osas-ltd.co.uk : Website www.metrosales.co.uk

May 2018

Dear Sir/Madam

The legislation of the European Union's General Data Protection Regulation (GDPR) and its deadline of 25 May 2018 for compliance is fast approaching.

As a company, we are legally obliged to inform you that we currently hold your details within our secure database. The information we hold is purely for maintaining our trading relationship and general communication purposes. We do not share the information with any third parties.

The information we hold is as follows:

- First Name / Last Name and / or Company Name / Trading Name
- Invoice Address / Delivery Address
- Contact numbers: Telephone / Fax / Mobile
- Email Address
- Invoice Activity

If you have any concerns regarding the above, please do not hesitate to contact me.

Regards

Gary Crotty

Gary Crotty
Managing Director