

**EMS Waste Services Ltd**

Units 9/10, Hill Barton Business Park,  
Clyst St.Mary, Exeter, Devon, EX5 1DR  
Telephone : 01395 233748  
Facsimile: 01395 233749  
Email: [info@emswasteservices.co.uk](mailto:info@emswasteservices.co.uk)  
[www.emswasteservices.co.uk](http://www.emswasteservices.co.uk)



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**22<sup>nd</sup> May 2018**

Dear Customer

**GDPR – GENERAL DATA PROTECTION REGULATION 2018 - EMS PRIVACY NOTICE**

**EMS waste Services Ltd** are committed to protecting the privacy and security of any personal information to comply with the new **General Data Protection Regulation (GDPR)** which comes into force in the UK on 25<sup>th</sup> May 2018

We take safeguarding of information very seriously and have processes in place to ensure that your data is stored securely at all times. We have suitable electronic, physical and managerial procedures in place to safeguard and secure the information we collect.

EMS waste Services Ltd store and utilise company contact information which could include details such as your name, job title, organisation you work for, company email addresses, company mailing addresses telephone and fax numbers. We will store and process your Company data to allow us to provide you with our services and also to manage future communications between us regarding our products and services. We also hold bank details for payment of suppliers.

We will only use this data for the purpose for which it was collected, for business activities only, eg. Enquiries, orders, invoices, remittances, payments and general communication requirements relating to services provided. We will only grant access to or share your data within EMS Waste Services Ltd or with authorised partners, or third parties where we are required or entitled to do so by law under lawful data processing.

Most of our customers are set up to receive invoices/statements by email or post. If however you would like to change this method of receiving documentation or would like any information removed from our records, this is your right to request and we would be happy to oblige with your written authorisation by post to the above address, by telephone on the above number or by email to [info@emswasteservices.co.uk](mailto:info@emswasteservices.co.uk)

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**EMS**

**Personal Data Breaches**

**EMS does not share or communicate any personal data with or to any third party organisation unless we are required or entitled to do so by law under lawful data processing.**

**Processes are in place to ensure any data breaches are detected, reported to management and investigated in a timely manner.**

EMS Waste Services Ltd personnel have all been informed about the importance of correct data protection procedures.

We look forward to continuing to provide our services to you in the future.

Yours faithfully



Jason Parsons / Manager  
For and on behalf of  
**EMS Waste Services Ltd**