



Dear Client

As a valued customer and under the GDP Regulations, we are obliged to inform you of the data that we hold about your company; this includes the name of your company, email addresses, phone numbers and contact names of individuals within your company. The basis, of retaining this information is 'contractual', because it is required to be able to trade with you.

**We do not share any of the data that we hold about your company with any third party, other than for the delivery of goods, and as part of the production process. All information that we retain in connection with our clients is always regarded as strictly confidential, and our conduct in handling this data conforms to the highest standards of professional practice.**

Your company has the right to know what information we hold about you; if you have any concerns and wish to discuss this matter further, please email [hello@craig-stevens.co.uk](mailto:hello@craig-stevens.co.uk) or call 07590 533350.

Thank you for your understanding and we trust that our compliance with the new GDP Regulations will demonstrate our desire to work ethically with our clients and trusted partners.

Kind regards

Craig Stevens  
Designer

