

Gondrand UK General Data Protection Regulations (GDPR)

To Whom It May Concern

COTRAFI trading as Gondrand UK is a Freight Forwarding company and gathers
And uses certain information about you / your company.

With the General Data Protection Regulations (GDPR) the 'Company' is legally obliged to inform
you of what data we may hold about your company and how it may or may not be used.

The information held is to enable the 'Company' to trade with you and is only used for business
purposes to help facilitate trading with your company. Information may be passed along to third
parties such as Credit Scoring agency; to enable us to set credit limits whilst trading.

Information we currently hold within our systems may include:

- Company name & Address
- Names of personnel
- Business contact numbers & Email addresses
- Vat Number
- Company Registration Number
- Website URL
- Bank Account details and payment history
- Credit rating

Any data stored about your company is kept in secure passworded systems & Servers onsite and
backed up daily. This information can only be accessed by ourselves or our IT support company
in emergencies.

To comply with regulation, we require your consent to continue holding your data to enable
us to contact you about other services.

If you do not consent to us acting on your data, enabling us to contact you about other services,
please reply to this letter. If we do not receive a response by 31st May 2023, we will take it as
consent for us to continue storing your data as detailed above.

Thank you for your understanding in this matter.

Yours faithfully



Darren Baker
Managing Director

April 2023