**Dear Customer,**

**The new Data Protection Laws are on their way.**

TTC Distribution trading as Total Tyre Company, holds some contact details for you, such as details of your business, your name, business address, email and telephone and fax numbers. We hold these because you have given them to us so that we can send you information involving the supply of tyres.

**Our Policy**

All data is kept in a private and secure environment that is accessible only by Total Tyre Company sales and administration staff. We maintain high-quality security and do our utmost to protect user privacy.

We will not sell, trade, or rent your personal information to third parties.

Please note that we reserve the right to access and disclose individually identifiable information to comply with applicable laws and lawful government requests, to operate our systems properly and to protect both ourselves and our users.

We inevitably use third party service providers to enable our business to function. When we need to share your personal details to those suppliers we will do so only for the purpose of them supplying services to us and only when we are happy that your data will be secure. If any of those service providers are based outside the UK we make sure that the security arrangements in place match those that are required by the law in England.

If you are not satisfied with our response or believe we are not processing your data in accordance with prevailing laws and regulations, then you can complain to the Information Commissioner’s Office.

We hope that you are happy for us to continue to hold these basic contact details for you so that we can continue to do business together. However, if you wish for us to stop sending you information regarding tyre related information, please let us know using the details below. Please note that, if you make such a request we will retain such data as it is required for our own management records but we will not communicate with you.

**TTC Distribution Ltd**

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Denmark House

Old Bath Road

Charvil

Berkshire RG10 9QJ

United Kingdom

info@totaltyrecompany.com

Kind Regards

Grant Attwell