



Dear Sir or Madam

GENERAL DATA PROTECTION REGULATIONS 2018

Your company is a third-party processor of personal data we hold and use within our business.

In compliance with the above regulations which came in to force on the 25<sup>th</sup> May 2018 we require you to confirm to us that you will meet or are meeting your obligations under these regulations. Specifically, can you confirm the following by circling YES or NO and returning this letter to us at the address shown. If you are unable to confirm compliance please contact us to discuss the situation.

As a third-party processor of personal data you hold I can confirm that:-

We have a data protection policy and comply with General Data Protection Regulation YES/NO

The data we process on your behalf is stored securely YES/NO

We do not share the data we process for you with any other person or business YES/NO

Signed : .....

Position : .....

Date : .....

Once completed please return the letter to us for our records.

Yours Faithfully

DEREK IBBOTSON

Tel :- 01642 882859

Mob :- 07867947651

DIRECTOR GLS ELECTRICAL SERVICES LIMITED

Data Protection Officer

GLS ELECTRICAL SERVICES LIMITED

100 BASSLETON LANE

THORNABY

TS170LD

|                          |                               |
|--------------------------|-------------------------------|
| <b>Reason for visit:</b> | <b>Site Name and Address:</b> |
|                          |                               |
| Date of visit:           |                               |

| TYPE OF SYSTEM. |        |        |
|-----------------|--------|--------|
| A.F.D           | Manual | Other: |

| Report/Checklist: |   | Spares |  |
|-------------------|---|--------|--|
| 1.                | Check log book  |        |  |
| 2.                | Check indicating lamps to control unit                      |        |  |
| 3.                | Check correct operation of control unit                     |        |  |
| 4.                | Check batteries   |        |  |
| 5.                | Check and test all break glass points (1visitPA)            |        |  |
| 6.                | Check and test all smoke/heat defectors (1 visit P.A)       |        |  |
| 7.                | Check and test 25% break glass points. (4 visits P.A)       |        |  |
| 8.                | Check and test 25% smoke/heat detectors. (4 visits P.A)     |        |  |
| 9.                | Check and test 50% glass call points. ( 2 visits P.A)       |        |  |
| 10                | Check and test 50% smoke and heat detections (2 visits P.A) |        |  |
| 11.               | Check operation of audio visual alarms.                     |        |  |
| 12.               | Check operation of Fire Brigade/ central station link       |        |  |

|                               |                |
|-------------------------------|----------------|
| Inspection Engineer:          |                |
| Signature                     | Certificate No |
| Comments and recommendations: |                |
|                               |                |