

DELIVERY AUTHORISATION

To Whom It May Concern,

New data protection legislation is due to come into force during May 2018, which aims to protect the privacy of all EU citizens and prevent data breaches. It will apply to any public or private organisation processing personal data.

Established key principles of data privacy will remain relevant in the new Data Protection Legislation but there are also a number of changes that will affect commercial arrangements, for both new and existing Customer information. The new General Data Protection Regulations specify that any processing of personal data, by a Processor, should be governed by a contract with certain provisions included.

At Carleton Optical Equipment Limited we outsource our deliveries to a third party Courier Company. Usually but not exclusively DHL Express UK Limited. In the case where the nominated Courier are delivering the order on our behalf, we are obliged to supply them with a Contact Name, a Contact telephone number in addition to the Address of delivery. We therefore must obtain your consent to enable us to pass this data information to our Courier.

If you would like to know more about the upcoming changes, the Information Commissioner's Office is a useful source of information on the new regulations (ICO Information on GDPR).

We agree that Carleton Optical Equipment Limited can pass our details to their nominated courier for delivery of our order.

Name:

Organisation / Trust:

Position in Organisation:

Signature:

Date: