

TO WHOM IT MAY CONCERN

Subject: Your Information at Graydon

As you may already know, information about your company is registered in the databases of Graydon UK ("Graydon"). We collect information about businesses registered in the United Kingdom, to support our customers in growing their business, assessing customer and supplier risk, identifying fraud and ensuring compliance with growing regulations.

Graydon believes that transparency drives trust between business partners. When organisations have a clear view on business opportunities and the associated risks, they are able to make informed decision on how best to develop commercial relationships to optimise the opportunity and minimise the risk.

We collect data from multiple sources and convert this into actionable insights for our customers. Using the data collected, we create valuable economic, financial and commercial insights that allow our customers to make better informed decisions. As part of this process, personal data is collected, e.g. the names and contact information of directors that have been registered at Companies House. This letter is intended to inform them, so please share this letter with relevant people within your in your organisation.

## More information

We take our responsibilities under the new privacy regulation (GDPR) very seriously. In addition to the other measures that we, at Graydon, take to ensure compliance with GDPR, we want you to be informed of the data processing that takes place at Graydon. In our privacy statement, found on our website (<https://www.graydon.co.uk/privacy>), you can find out what data we process, where we obtain our data, for what reason we process this data and the legal grounds under which we process your data.

Furthermore, you can use our online documents and forms to contact us to exercise your data subject rights, find information on our Data Protection Officer (DPO) and more. We are always happy to help you with any questions and concerns you might have.

Yours sincerely,

The Graydon UK team