

# **Privacy Notice (Prospective Landlord or Vendor)**

The **Data Controller** connected with this **Privacy Notice** is Battersea & Nine Elms Estates.

## 1. Purpose

In this instance your data is being processed for the specific purpose of arranging an evaluation of your property, which you are seeking to let or to sell.

## 2. Lawful Basis

The collection of your data for this purpose is under the **Lawful Basis** of Contract, because we require this information in order to conduct the evaluation of your property and there is a reasonable expectation that the evaluation will lead to a contractual relationship.

## 3. Information Collected

The personal data we will collect and process about you in connection with this purpose is:

- 3.1. Name
- 3.2. Address (both for the property to be let / sold and for correspondence if they are different)
- 3.3. Telephone number(s)
- 3.4. Email Address

In addition, we may collect other non-personal data regarding your property

## 4. Retention

Under the Lawful Basis referenced in paragraph 2, we will retain your data until you ask us to delete it. This is because we often find having evaluated a property, our prospective client's plans are either not immediate or change. However, when they do come back to us asking for an update and in order to provide them with the service they expect, it is helpful to have retained information about them and their property.

## 5. Destruction

At the end of this retention period your data will be destroyed using an approved method unless prevented by Court order.

## 6. Data Sharing

Whilst we control your personal data we will need to share this data with the following parties, for the following purposes, in order to provide you with the services you are seeking from us:

- 6.1. Our IT support providers Computerate and Vebra (ZPG Ltd) for the sole purpose of providing Battersea & Nine Elms Estates with IT services to maintain and store a consumer database so we can provide you with our service.
- 6.2. The Property Ombudsman for the sole purpose of administering any investigation by them.

## 7. Rights of the Data Subject

- 7.1. Under the UK General Data Protection Regulation, you, the Data Subject have certain rights regarding the control and processing of your personal data. Details regarding your rights can be found on the Information Commissioner's Office (ICO) [website](#).

- 7.2. Should you wish to contact Battersea & Nine Elms Estates in order to exercise any of these rights, please email our **Data Protection Administrator** using the following email address: [data@battersea9elms.co.uk](mailto:data@battersea9elms.co.uk). Alternatively, please call +44 (0) 207 720 6089 and ask to speak to our data protection administrator.

## 8. Security

- 8.1. Recognising the importance of personal data to our consumers, we endeavour to put in place appropriate organisational and technical measures to protect that data.
- 8.2. Personal data we hold on electronic media is encrypted and stored in a secure data centre located in the UK.
- 8.3. We do not generally hold personal data on paper. Where we do take it, we shred it just as soon as the details have been transferred onto our IT systems.
- 8.4. **Data Subjects** should be aware that not all electronic communications are secure. We use Transport Layer Security (TLS) to encrypt and protect email traffic in line with government advice. However, if your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.
- 8.5. We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

## 9. Additional Services

As a consumer of our services we may occasionally contact you to make you aware of other similar services we offer, which we feel could be of assistance to you. Such communications will be sent to you under the Privacy and Electronic Communications Regulations and you will be given the option to opt out of similar communications on each occasion.

## 10. Data Protection Concerns

Should you have any concerns regarding the way an organisation is processing your personal data, the ICO recommends that in the first instance you contact the organisation concerned. If the organisation does not address those concerns in an appropriate manner, you then have the option to escalate the issue to the ICO. If you wish to contact us because you have concerns about our use of your personal data, please contact us using the details provided in paragraph 7.2.

## 11. Updates

This Privacy Notice is kept under review and it is update as appropriate. It was last updated on 20<sup>th</sup> January 2021.