

GREGORY RESIDENTIAL LTD PRIVACY STATEMENT

INTRODUCTION AND SCOPE OF THIS PRIVACY STATEMENT

This privacy statement aims to give you a clear view of how we use personal information that you provide, how we protect it, your rights and the options you have to control your personal information and protect your privacy. It also outlines how we use your personal information and the third parties we will share it with.

We are obliged to use your personal information for various purposes, as described below.

PERSONAL INFORMATION WE COLLECT FROM YOU

“Personal information” is any information that relates to you and identifies you personally, either alone or in combination with other information available to us. Gregory Residential Ltd will collect various types of personal information, including the following (as applicable):

VALUATIONS: We will ask for your name, current postal address, e-mail address, mobile telephone number, landline telephone number and address of property to be surveyed along with access arrangements

RENTALS: We will ask for the address of the property to be let, your name, current postal address, e-mail address, mobile telephone number, landline telephone number, I.D. of one of the accepted documents with regard to HMRC eg. Utility bill dated within the last 3 months, Photo driving licence, Passport, Bank statement

With regard to the letting of property we will ask for Bank Account details: to process rental payments to Landlord/s / Copy of monthly Standing Order with regard to Tenant/s rental payments / Process payments to Contractors

A record of our telephone conversation with regard to booking Free Valuations, Accompanied Viewing and Surveys of all descriptions

A record of our correspondence with regard to Terms & Conditions of HBR, Building Surveys, Paid Valuations, Free Valuations with regard to Letting of Property, Application for Tenancy, Mailing Lists

HOW WE USE YOUR PERSONAL INFORMATION

The personal information we collect will be used for identification and authentication purposes across our services.

The personal information we collect will be used in the format that it is received.

1. We will use your personal information if relevant to provide you with the products and services you have requested from us: Verbal discussion of reports; e-mailing copy of reports; Mailing copies of Reports. Listing of new rental properties; Credit checking for rental properties (HomeLet); Drawing up of Assured Shorthold Rental Agreements and associated documents. Mailing lists / Viewing of property. Contacting of contractors re rental properties (who are obliged to have their own Privacy Statement).

2. We will use your personal information to create a profile based on the information we hold about you with regard to our Mailing List for Rental Property for a period of 3 calendar months. This is necessary for the purposes of our legitimate interests in ensuring we have accurate information about you in one place. We create your profile in accordance with your preferences in order to provide you with the best options you have requested.

HOW WE SHARE YOUR PERSONAL INFORMATION

We treat your personal information with care and confidentiality and do not share it with third parties other than those stated above.

WITH SERVICE PROVIDERS

We will also share your personal information as necessary and only for the purposes and on the lawful grounds with various third parties who process your personal information on our behalf eg. Utility providers, Banks re rental payments / Deposits re rental property / Contractor payments

These service providers and other third parties are obliged to adhere to strict rules when processing your personal information, including to only use your personal information in accordance with Gregory Residential Ltd instructions and the applicable laws.

WITH LEGAL AND LAW ENFORCEMENT

Gregory Residential Ltd will disclose personal information where required by law or legal process, for the administration of justice, to protect your vital interest, for investigations by law enforcement or regulatory bodies, to protect and defend Gregory Residential Ltd property and legal rights, to protect the personal safety of Gregory Residential Ltd website or (mobile) app users or by order of a valid injunction from a court or law enforcement agency.

HOW WE PROTECT YOUR PERSONAL INFORMATION

We are committed to protecting your personal information and implement appropriate technical and organisational security measures to protect it against any unauthorised or unlawful processing and against any accidental loss, destruction, or damage.

RETAINING YOUR PERSONAL INFORMATION

We will keep your personal information for the requisite period from your last interaction with us, such as the date your information was archived, or the last time you contacted or interacted, unless a longer or shorter retention period is required by law, is necessary in the course of legal proceedings or is otherwise needed for a particular purpose under applicable law.

The following are examples to illustrate how Gregory Residential Ltd keeps your personal information for as long as necessary for a particular purpose:

- we may keep your personal information collected for as long as required by tax laws
- we may keep your personal information until we are satisfied all utility bills have been satisfied with respect to rental property
- we may keep your personal information collected for as long as required by R.I.C.S. with regard to Survey work

INFORMATION ABOUT CHILDREN

As a general rule, we do not intentionally collect personal information about children under the age of 16, other than to include them as permitted occupiers on Assured Shorthold Rental Agreements but only by gender and date of birth.

LINKS TO OTHER WEBSITES AND SERVICES

Some of our services provide you with access to third party services. We have no control over how third party websites and services process your personal information. We do not review third party websites and services, and we are not responsible for such third party websites and services or their privacy practices. Please read the privacy statements of any third party websites or services that you access from services.

YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION

We are open about the personal information we collect and have implemented mechanisms to enable you to exercise any rights you might have with respect to your personal information.

WITHDRAWING CONSENT

Where we have obtained your consent in relation to any matter in relation to your personal information you can withdraw this consent at any time by contacting us using the contact details set out below.

ACCESS TO, DELETION, AND CORRECTION OF PERSONAL INFORMATION

You can send us a request for access to your personal information at no cost using the contact details set out at the end of this privacy statement.

After receiving your request and sufficient information to verify your identity we will provide you with a copy of the personal information we have about you which you are entitled to have under applicable law. We will also confirm the purposes for which such personal information is being used, its recipients and the origin of the information.

You may write to us at any time requesting amendments to certain personal information that you consider to be incorrect or irrelevant or to request that we block, erase or otherwise remove your personal information, unless we are obliged by applicable law to retain same.

CHANGES TO THIS POLICY

Gregory Residential Ltd has pledged to adhere to the fundamental principles of privacy and data protection. We therefore regularly review our online privacy statement in order to ensure that it is free of errors and clearly visible on websites, that it contains appropriate information about your rights and our processing activities, and that it is implemented and is compliant with applicable law. We may update this privacy statement from time to time to keep it up to date, to keep pace with new developments and opportunities relating to the Internet and to stay in line with applicable law. If we make significant changes to this privacy statement, we will inform you by posting a notification on our website, along with an updated version of the privacy statement.

CONTACT INFORMATION

If you have any questions about our use of your personal information, how to exercise your rights or about our privacy statement you are welcome to contact us at:

Gregory Residential Ltd

11 Leicester Road

BLABY

Leics LE8 4GR

Tel. 0116 278 9624 (Lettings)

Tel. 0116 278 9979 (Surveys)

e-mail: admin@gregoryresidential.co.uk

surveys@gregoryresidential.co.uk