

## Shield Estates UK Ltd Privacy Notice, about your Data.

The data we request from you is only to support and validate your application to buy or rent a property from one of our clients. The credit checks and references we take with your agreement are only used by us for this purpose.

Please note You have new rights under the 2018 General Data Protection Regulation (GDPR) to:

1. Be informed about the data we hold.
2. The right to access it.
3. The right to rectification.
4. The right of erasure.
5. The right to restrict processing.
6. The right to data portability.
7. The right to object.
8. Rights in relation to automated decision making and profiling. (which we do not do)

**Michael & Peter Shield, the Directors of Shield Estates UK Ltd are the Data Protection Offices who will deal with any matters connected to your Data, how it is used and stored.**

We therefore provide the following statement of how we will use and manage your Data:

1. We will share some of your information Data with a landlord or seller of the property you are applying to buy or rent in order to support your application.
2. We will with your agreement contact credit agencies for a report on your financial status, we will share with them the information needed to provide a report.
3. If you are not successful with your application we will remove & delete or return to you all the information you have provided and any data provided by about you from third parties.
4. If you are successful with your application we will share Limited Information with the solicitors acting for you and the seller or landlord.
5. Limited Information will be your name, current address, phone number and details of any deposit paid to us by You plus any addition data you instruct us to share.
6. After a sale or tenancy is completed we would normally keep your data on record for 7 years to comply with the requirement of HMRC, our Professional Indemnity Insurance and so that we may provide references should these be requested. We will only provide references to a third party after reserving a written request from you and any other person who was a party to the sale or letting.
7. You may request that we delete you Data at any time and subject to any other overriding matters we will do so within 30 days.
8. Our data storage system and paper files are base in our office in Ecclesfield. The computer storage system is password protected and backed up in house each working day. Only the Data Protection Offices have remote access. All paper files are kept in same property which has a Red Care alarm system in operation when the office is unmanned.
9. Sensitive documents such as copies of ID information are stored separately to the main files in our Deed Safe.
10. We will only ask for information Data necessary to complete the operation you request, we will not use any Data for marking, research or any other purpose without your specific written instruction and we will not pass on your data to any third part marketing company.
11. We will not ask for or hold any special categories of personal data.

I/We [Names in Full] .....

[Address] .....

**Have read and understand this Privacy Notice and my rights under GDPR. I freely consent to provide the Data requested as set out in the following paragraph and to Shield Estates UK Ltd using such Data to request Bank and other References and Credit Agency reports.**

Requested Data:

- i. Passport or Photo ID.
- ii. Proof of residence: utility bill, or other document with address shown
- iii. Proof of funds and income: current bank statement and wage slip or self-employed accounts or tax return.
- iv. Proof of Mortgage or funding of purchase.
- v. [add any other information required.]

Signed by all .....Date.....