

Shield Estates UK Ltd Privacy Notice, about your Data.

The data we ask you for is only to support any request to buy or sell or rent a property through our company or for us to provide advice on property matters generally. 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 Shield & Peter Shield, the Directors of Shield Estates UK Ltd are the persons 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, tenant, tradesmen or sell of the property you are applying to buy or rent in order to service your requirement.
2. If you are seeking to buy or rent a property we will with your agreement contact credit agencies for a report on your financial status, we may share with landlords or sellers the information needed to support your application in our 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 or about you from third parties.
4. If your application is successful we will share limited Information with professional advisors acting for you, the seller, the landlord or a tenancy deposit scheme.
5. Limited Information will be your name, current address, email address, phone number, occupation 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 receiving a written request from you and any other person who was a party to the sale or letting.
7. If you are a landlord or general instructing client we will collect, store and use your Data only for the purpose of providing the services you had requested. On your instructions we will share relevant information with other professionals or tradesman providing a service in support of your instructions. Any shared data will be held by third parties in line with their Privacy Notice.
8. 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.
9. Our data storage system and paper files are based in our office in Ecclesfield. The computer storage system is password protected and backed up in house each working day. Only the Directors have remote access. All paper files are kept in same property which has an alarm system in operation when the office is unmanned.
10. Sensitive documents such as copies of ID information are stored separately to the main files.
11. We will only ask for information/Data necessary to complete the operation you request, we will not use any Data for marketing, research or any other purpose without your specific written instruction and we will not pass on your data to any third part marketing company.
12. If you are a third-party supplier of goods or services to us or our clients we will hold your contact and other relevant details and will pass these on to those who you are asked to provide a service to.
13. We will not ask for or hold any special categories of personal data.

Have read and understand this Privacy Notice and my rights under GDPR. I freely consent to you holding current Data and any further requested data.

I/We [Names in Full]

[Address]

Signed by allDate.....