

## **GDPR PRIVACY NOTICE**

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At Kessy Property Consultants, We take our data privacy responsibilities very seriously and we want you to understand and feel confident about how we collect, store and handle your personal data.

The policy set out below is in line with the new General Data Protection Regulations, coming into force on 25<sup>th</sup> May 2018.

The following sets out our updated privacy policy clearly but If you have any queries please don't hesitate to contact us.

## **SECURITY**

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We will take all appropriate measures to ensure that all the personal information that is under our control is held securely and in accordance with the law.

## **THIS POLICY EXPLAINS THE FOLLOWING**

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- 1) How we collect your personal information.
- 2) What details we hold.
- 3) How the information we hold will be used.
- 4) Measures in place to safeguard your privacy.
- 5) How you can contact us.

## **DATA COLLECTED & RECEIVED MAY INCLUDE THE FOLLOWING**

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- 1) Your email addresses.
- 2) Your telephone numbers.
- 3) Your name & addresses.
- 4) References including financials.

These are held as contacts and details of people who have requested our services or whom we may have engaged with regarding property or property related matters current, ongoing and past.

## **HOW YOUR DATA MAY BE USED**

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We will only use your details to contact you in relation to business, or where necessary to pass on to contractors and or agents in relation to work or works being carried out. Therefore unless you inform us that you no longer wish for us to keep your details on our system, we may continue to contact you in the usual manner.

## **THIRD PARTY COMPANIES**

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Your details will not be passed to any third party companies. Unless this is relevant, necessary and agreed.

## **DATA SHARING**

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Your data will not be shared or sold to marketing companies at any time.

## **YOU & YOUR DATA**

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- 1) You have rights regarding the data that we hold about you.
- 2) If at any time you wish to access this data you have the right to do so.
- 3) You also have the right to have your personal data updated, rectified or erased.
- 4) You may request details of the personal information which we hold about you.
- 5) If you would like a copy of the information which we hold on you please contact us accordingly.

## **DATA RETENTION PERIOD**

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Your details will be retained by our company until necessary or until you have requested them to be removed.