

Privacy Policy

We are JP Executive Lettings & Sales Ltd and the purpose of this privacy policy is to keep you informed of how we obtain and use your personal data when you visit our website or use our services. We will explain why we are allowed to do so by law and who will have access to your data and we will explain your rights.

We take the privacy of your personal data seriously and we handle your personal data in compliance with the Data Protection Act 2018.

We are the "Data Controller" of the personal data you provide to us.

What personal data do we collect?

Personal data is any information we collect from you which will identify you personally. We may have collected this directly ie by you providing us with your name or indirectly ie from information about your use of our services.

We may collect, use, store and transfer different types of personal data about you:

Identity & Contact Data : includes your full name, correspondence address, email address, telephone number, marital status, username, title, date of birth and gender

Financial Data : includes bank account and payment card details

Transaction Data : includes details relating to transactions paid for by you for other products or services purchased from us

Technical Data : includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access our website

Usage Data : includes details of your visits to our website and how you use our website

Marketing & Communications Data : includes your preferences in receiving marketing from us and our third party providers and your communication preferences

How do we collect your personal data?

Directly : You may provide us with Identity, Contact and Financial Data by corresponding with us in person, by post, telephone or email. This will include personal data you provide when you correspond:

- By requesting marketing to be sent to you
- By applying to use our services for lettings or sales
- By contacting us through social media
- By providing us feedback
- By visiting us in branch
- By contacting us by telephone, post or email

Indirectly : We may receive personal data about you from various third parties and public sources:

- From payment card service providers

From reference providers including credit referencing agencies
 From Electoral Register data and Companies House data
 From property portals such as Rightmove and Zoopla
 From various third parties, including but not limited to: Mortgage lenders, previous Landlords and Employers

How we will use your personal data?

We will use your personal data for the purpose for which it was collected and should we need to process your data for a different purpose, then we will inform you. We may process your data for a different purpose without your consent where it is necessary for us to comply with our legal obligations

Purpose/Activity	Type of Data	Lawful basis for processing
To communicate with you	Identity Contact Financial Transaction Marketing & Communications	Performance of our contract Legitimate interest
To carry out our contract with you	Identity Contact Financial Transaction Marketing & Communications	Performance of our contract Legitimate interest
To verify your identity	Identity Contact Financial	Legal obligation Legitimate interest
To issue service communications	Identity Contact Technical Usage	Legitimate interest
To issue direct marketing	Identity Contact Marketing & Communications	Consent (can unsubscribe at any time)
To permit third parties to contact you	Identity Contact Marketing & Communications	Consent (can unsubscribe at any time) Legitimate interest
To facilitate viewings	Identity Contact	Performance of our contract Legitimate interest
To progress a let or a sale	Identity Contact	Performance of our contract

	Financial	Legitimate interest
To notify changes in our services	Identity Contact	Performance of our contract Legal obligation
To ensure our website works effectively	Identity Contact	Legitimate interest
To ensure our website is safe and secure	Identity Contact Financial	Legal obligation Legitimate interest
To provide customer support	Identity Contact	Performance of our contract
To comply with the law and/or a court order	Identity Contact Technical Usage	Legal obligation

Marketing

You can withdraw your consent for us to use your personal data for marketing purposes at any time and you can also withdraw consent for us to pass your personal data onto third parties for marketing purposes at any time. Should you wish to withdraw such consent, please contact us:

T : 02920 789055

E : sales@jpexecutivelettings.co.uk
lettings@jpexecutivelettings.co.uk

Legal grounds for processing your personal data

To comply with the Data Protection Act 2018 we must process your personal data using one of the following lawful basis:

Consent

Where you provide us with your consent to process your personal data for a specific reason, which would be, to send you marketing communications about our products and services and/or share your personal data with agreed third party providers or conducting market research

Performance of our contract

Where the processing is necessary in order for us to comply with our contractual obligations agreed with you under our terms & conditions

Legitimate interest

Where the processing is necessary for our legitimate interests or the legitimate interests of a third party in order to assist you with a service we provide, unless there is a good reason to protect your personal data which overrides those legitimate interests.

Legal obligation

Where the processing of your personal data is necessary in order for us to comply with the law

Vital interests

Where the processing is necessary to protect someone's life

Public task

Where the processing is necessary for us to perform a task in the public interest

What are your Rights?

You have certain rights related to your personal data which are:

Right to be informed – you have the right to be provided with clear, transparent and easily understandable information about how we use your personal data and we are providing this information in this Privacy Policy

Right of access – you have the right to obtain access to your personal data that we are processing so that you can check that we are processing your personal data correctly

Right to rectification – you can request to have your personal data corrected if it is inaccurate or incomplete

Right to erasure – also known as the “right to be forgotten” which enables you to request the deletion or removal of your personal data, unless we must retain it by law

Right to restrict processing – you have the right to block or suppress your personal data so that we can no longer use it, however, we can still store the data

Right to data portability – you must be able to obtain and reuse your personal data in a format that is structured and readable and in certain circumstances you have the right to request to have this information passed directly to a third party

Right to object to processing – you have the right to object to us processing your personal data for our legitimate business interests or for direct marketing purposes

Right to withdraw consent for processing – you have the right to withdraw any consent previously granted at any time

Right to make a complaint – you have the right to complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have handled your personal data or you believe we have acted in breach of the Data Protection Act 2018

How do we use cookies?

Cookies are small text files that are placed on your computer's hard drive through your web browser when you visit any website. They are widely used to make websites work, or work more effectively, as well as to provide information to the owners of the site.

Like all other users of cookies, we may request the return of information from your computer when your browser requests a web page from our server. Cookies enable our web server to identify you to us, and to track your actions and the pages you visit while you use our website. The cookies we use may last for a single visit to our site (they are deleted from your computer when you close your browser), or may remain on your computer until you delete them or until a defined period of time has passed.

Although your browser software enables you to disable cookies, we recommend that you allow the use of cookies in order to take advantage of the features of our website that rely on their use. If you prevent their use, you will not be able to use all functionality of our website. Here are the ways we may use cookies:

To record whether you have accepted the use of cookies on our website. This is solely to comply with the law. If you have chosen not to use cookies for your visit, but unfortunately, our site will not work well for you.

- To allow essential parts of our website to operate for you.
- To operate our content management system
- To operate the online notification form – the form that you use to contact us for any reason. This cookie is set on your arrival at our website and deleted when you close your browser.
- To enhance security on our contact form. It is set for use only through the contact form. This cookie is deleted when you close your browser.
- To collect information about how visitors use our website. We use the information to improve your experience of our website. This cookie collects information in an anonymous form, including the number of visitors to the website, where visitors have come to the website from, and the pages they visited.
- To record that a user has viewed a webcast. It collects information in an anonymous form. This cookie expires when you close the browser.
- To record your activity during the webcast. For example, as to whether you have asked a question or provided an opinion by ticking a box. This information is retained so that we can serve your information to you when you return to the website. This cookie will record an anonymous ID for each user, but it will not use the information for any other purpose. This cookie will last for a period of time after which it will delete automatically.
- To store your personal information so that you do not have to provide it afresh when you visit the website next time. This cookie will last for a period of time after which it will delete automatically.

Who do we share your information with?

We may share your personal data with our third party providers who will provide certain business services. These third party providers will act as “processors” of your personal data on our behalf and we have agreements in place with our suppliers that restrict their use of your personal data. We only allow third parties to use your personal data for specified purposes and in accordance with our instructions. In addition, we may disclose your personal data if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to protect the rights, property or safety of our

business, our customers or others. This includes, in specific cases, exchanging information with other organisations for the purposes of fraud protection.

How long do we keep your data?

We keep your personal data for no longer than is necessary for the purposes for which it was provided. This will vary depending on the legal basis for which it was taken.

If Consent is the legal basis for the processing of your personal data, we will keep your personal data for as long as your consent is still valid. We will review the status of your consent every 12 months and should you not respond to a request for the renewal of consent, we will consider this to be your withdrawal of consent. Should we identify a legitimate interest in retaining some of your personal data that was previously provided by consent, we will inform you that we intend to keep it under this new basis.

If Legitimate interest is the basis for the processing of your personal data, we will keep your personal data for as long as the purpose for the processing remains active. We will review the status of our legitimate interest every 12 months and will update this notice should this basis no longer exist or that a new one has been found.

If Performance of our contract is the basis for the processing of your personal data, we will keep your personal data for a period of 6 years as determined by reference to the Limitations Act 1980, for the purposes of exercising or defending legal claims.

If Legal obligation is the basis of the processing of your personal data, we will keep your personal data as specified by the legislation for which it was required to obtain your personal data.

How to contact us

If you wish to discuss how we have handled your personal data or you wish to complain, please contact us using the details provided in the Marketing section of this Privacy Policy.

If you are not satisfied with our response, you may escalate your complaint to the Information Commissioner's Office (ICO), who can be contacted at:

T: 0303 123 1113

P : The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

W : www.ico.org.uk

This privacy Policy was last updated in October 2019