

Let Agreed Limited - Privacy Policy & Data Protection

Description of processing

The following is a broad description of the way this Let Agreed Limited processes personal information.

To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices we have provided or contact Let Agreed Limited to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us as a letting agent to carry out property management services; promote and advertise our services; maintain our own accounts and records; and support and manage our employees.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- Personal details, family details, lifestyle and social circumstances, employment and education details, goods and services, financial details, all information contained in references.

We also process sensitive classes of information that may include:

- Racial or ethnic origin, religious or other beliefs, trade union membership, physical or mental health details.

Who the information is processed about

We process personal information about:

- Customers, tenants, professional advisers and consultants, complainants, enquirers, suppliers, landlords, employees.

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

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Where necessary or required we share information with:

- Business associates, suppliers of goods or services, financial organisations, credit reference agencies, debt collection and tracing agencies, local and central government, police forces, current / past and prospective employers, employment and recruitment agencies, educators and examining bodies, other companies in the same group.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

Let Agreed Limited are members of the Information Commissioners Office (ICO):

- Registration Number ZA279715