

D & R Campbell – Property Services Data Privacy Notice

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

D & R Campbell – Property Services is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. What type of information do we hold about you?

D & R Campbell – Property Services collects and process information about many different people. This includes data we receive straight from the person it is about, for example, where they complete forms or contact us.

4. How do we process your personal data?

D & R Campbell – Property Services complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the purpose of fulfilling the services offered to clients. We never pass on client data to third parties unless necessary for work carried out on their behalf, e.g. delivery address or contact.

5. What is the legal basis for us processing your personal data?

As a business we have legitimate grounds for processing your data provided: –

- the processing relates only to current and past clients and
- there is no disclosure to a third party without consent.

If at any time you no longer want your personal data used in a way that you have previously consented to, you can email dataprotection@dandrcampbell.co.uk

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared within the company to enable your work to be undertaken and billed. We will only share your data with third parties outside of the company with your consent, unless the law requires us to do so.

7. How long do we keep your personal data?

We keep data for as long as it is required to provide the services requested by our clients. This includes access to historical information to better enable future works. Once a client stops using our services records are kept only to comply with accounting and tax requirements.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: –

- The right to request a copy of your personal data which D & R Campbell – Property Services holds about you;
- The right to request that D & R Campbell – Property Services corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for D & R Campbell – Property Services to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first

instance dataprotection@dandrcampbell.co.uk or you may go directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

9. Changes to our privacy notice?

Any changes we may make to our privacy notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to this notice.

10. Contact Details

If you have any questions regarding the processing of your data please speak to David Campbell or contact dataprotection@dandrcampbell.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.