
**AGENT'S PRIVACY NOTICE FOR ESTATE AGENCY
TO INCLUDE SALES APPLICANT(S), VENDORS & PURCHASERS.
INCLUDING WEBSITE USE FOR GENERAL ENQUIRIES.**

Data controller: Weldons Sales & Lettings Limited.

This statement explains the privacy and the data protection practices which apply to Weldons Sales & Lettings Limited of which head office is located at 9 The Wincombe Business Centre, Wincombe Business Park, Shaftesbury, Dorset, SP7 9QJ.

Our aim is to safeguard our users' privacy whilst providing a personalised and valuable service. Collecting personal information is necessary if we are to satisfy the expectations and requirements of our users, e.g., by communicating with them and providing an interactive service. We appreciate that you do not want the personal information you provide to us distributed indiscriminately and here we explain what information we collect, what we do with it and what controls you have.

Data Protection Principles

The Agent will comply with data protection law.

This means that the personal data we hold about you must be:

Used lawfully, fairly, and in a transparent way;

Collected only for valid purposes that we have explained to you clearly and not used in any way that is incompatible with these purposes;

Relevant to the purposes we have told you about and limited to those purposes only;

Accurate and kept up to date;

Kept only for such time as is necessary for the purposes we have told you about; and

Kept securely.

Why does the Agent Process Personal Data?

The Agent needs to process data to perform the terms of our Sales (estate agency) service as agreed between you and the Agent.

In addition, the Agent needs to process data to ensure that we are complying with our legal obligations..

In other cases, the Agent has a legitimate interest in processing personal data before, during and after our period of instruction.

Security

Weldons Sales & Lettings Limited are committed to protecting your privacy, we follow strict security procedures to ensure that your personal information is not damaged, destroyed, or disclosed to a third party without your permission, and to prevent unauthorised access. The computers that store the information are kept in a secure facility with restricted physical access, and we use secure firewalls and other measures to restrict electronic access.

Personal Information

Any personal information such as name, postal address, telephone number, email address and when necessary bank information will only be used to provide a requested service and will not be disclosed to any other third party without your prior permission unless listed below or unless we are required to do so by law.

Applicants (Sales). We will hold your data to provide estate agency services and may share your data with associated services such as conveyancing, financial services, ID checks, right to rent checks and referencing organisations and providing your name to our vendor/landlord when arranging a viewing. When you have asked us for a valuation we may share your data with property professionals such as solicitors, financial advisors, surveyors, contractors, other agents along with general property marketing. We may also use 3rd party software to provide these services.

As a Vendor (seller)/(Landlord) we may share your data with other property professionals including solicitors, E.P.C. providers, Money Laundering referencing agencies, Veriphy ID checks, financial advisors, debt collection services, surveyors, contractors, Deposit Protection services, referencing

organisations, other agents involved in a sales chain, applicants viewing the property, general marketing & post-sale updates. We may also use 3rd party software to provide these services. As a buyer, we may share your data with other property professionals including other members of our estate agency, Subcontractors, tradesmen, solicitors, Money Laundering referencing agencies, Veriphy ID checks, financial advisors, debt collection services, surveyors, third party contractors, other agents involved in a sales chain, the vendor of the property you are buying, the landlord of the property you are renting, general marketing, post-sale updates. We may also use 3rd party software to provide these services.

As an owner of a flat in a block, or a non-owning resident in a block of flats we manage we may share your data with other property professionals including other members of our estate agency, solicitors, Money Laundering referencing agencies, Veriphy ID checks, financial advisors, debt collection services, surveyors, contractors and maintenance companies, general marketing, maintenance updates. We may also use 3rd party software to provide these services.

From Completion:

Our sale files will be kept for a period of 7 years as required by the Ombudsman of Estate Agents. Our lettings and block management files will be kept of a period of 7 years as required for possible tax enquires.

Our Anti-money laundering identification records will be kept for 7 years unless required for the above.

We may continue keep your data to market to you for a period of up to 20 years as the relationship we have with many clients is continued over many years. Some of our customers only move very occasionally. Will give you the option to opt out of our communications at any time.

General Information

Any non-personal information such as IP address, pages accessed, and files downloaded will only be used to determine how many individuals use our site, how many people visit on a regular basis, which pages are most popular, and which pages are least popular. This information does not tell us anything about who you are or where you live, it is simply used to enable us to monitor and improve our services.

Links

Our website may contain links to third party sites we have no control over, if you visit those sites you should check you are happy with their own privacy policies and terms of use before providing any personal information. In addition, if you linked to our website from a third party, we cannot be responsible for the privacy policies and practices of that third party site.

Your Acceptance

By using our website or services, registering with us as an applicant either directly or via a portal or as a vendor or potential vendor asking us to market your property or as a Landlord or Tenant in regard to letting a property, or a resident (owner or non-owner) of a flat in a block of flats we manage you consent to the collection and use of information by Weldons Sales & Lettings Limited and in accordance with our privacy policy. *If you do not agree to this policy, please do not use our site or our services.*

If You Fail to Provide Personal Information

If you do not provide certain information when requested, We may not be able to provide any estate agency services.

Use of Sensitive Personal Information

Some special categories of personal data are processed to comply with legal obligations (for example, in relation to health and safety purposes).

Who is Data Shared With?

Your information will be shared internally, including with employees & Subcontractors. The Agent also shares your data with third parties where required by law, where it is necessary in order to administer the relationship with you or where we have another legitimate interest in doing so. Information can be shared with:

- Professional advisers, including solicitors and accountants;
- Freeholder and/or their managing agent (for property in block of flats);
- Debt collectors and tracing services;
- Local authorities and government/public bodies;
- Ombudsman/redress schemes;
- Professional body/regulator;
- Courts/Tribunals;
- Police/enforcement agencies;
- Internet service providers;
- Banks/building societies;
- Tenant’s/resident’s next of kin or close relatives in case of emergency;
- Joint tenants and other residents;
- Guarantors;
- Joint owners of the property;
- Tenancy Deposit Schemes
- Universal Credit/housing benefit/other benefit administrator;
- H.M. Revenue and Customs;
- Council Tax authority;
- Utilities and service providers;
- Future owners of the property;
- Contractors and trades people providing services at the property;
- Prospective purchasers of property;
- Credit/referencing agencies.

The Agent will only store and/or transfer your personal data within the UK.

Your Duty to Inform Us of Changes

It is important that the personal data we hold about you is accurate and current. Please be sure to keep us informed if your personal data changes during our period of instruction.

Your Rights

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request (known as a “data subject access request”); require the Agent to change incorrect or incomplete data; request erasure of your personal data. This enables you to ask the Agent to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; object to the processing of your data, if you believe your fundamental rights and freedoms outweigh our legitimate interests; and ask the Agent to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it. If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact Weldons Sales & Lettings.

Signature	Signature
Print Name	Print Name
Date	Date