

Privacy Notice (Vendor)

The **Data Controller** connected with this **Privacy Notice** is Dawn Sandoval Residential Ltd

1. Purpose

In this instance your data is being processed for the specific purpose of selling your property, for which you have instructed us to act on your behalf.

2. Lawful Basis

The collection of your data for this purpose is under the **Lawful Basis** of Contract, because we require this information to facilitate the sale of your property.

3. Information Collected

The personal data we will collect and process about you in connection with this purpose is:

- 3.1. Name
- 3.2. Address (both for the property and correspondence if they are different)
- 3.3. Telephone number(s)
- 3.4. Email Address
- 3.5. Proof of Identification (for Anti-Money Laundering purposes)
- 3.6. Proof of Address (for Anti-Money Laundering purposes)

In addition to which, we will also collect non-personal data regarding the property to be sold.

4. Retention

Under the **Lawful Basis** referenced in paragraph 2, your data will be retained until the end of the financial year in which you complete any sale and for a further 6 years after that in order to comply with HMRC requirements regarding financial record keeping and anti-money laundering regulations. This retention period will commence from the date of the completion of the sale.

5. Destruction

At the end of this retention period your data will be destroyed using an approved method unless prevented by Court order.

6. Data Sharing

Whilst we control your personal data we will need to share this data with the following parties, for the following purposes, in order to provide you with the services you are seeking from us:

- 6.1. Estates IT Ltd for the sole purpose of maintaining a consumer database so we can provide you with our service.
- 6.2. Cortec IT Solutions Ltd for the sole purpose of storing our Company's electronic data (consumer database and associated records).
- 6.3. The Purchaser of your property.
- 6.4. The Purchaser's legal advisers for the sole purpose of executing the contract for the purchase. The details of this firm will be made known to you in the Memorandum of Sale, which will be issued to you at the point the purchase is agreed, (subject to contract).

- 6.5. Your legal advisers for the purpose of executing the contract for the sale.
- 6.6. The purchaser's surveyor, for the sole purpose of surveying the property in connection with the purchase. As we do not yet know the identity of this property professional, they will be made known to you at the time of the survey if we need to share your personal details with them in order to facilitate the survey.
- 6.7. Any other Estate Agents involved in the "chain" of property sales / purchases associated with your purchase. Details of these agents can be provided upon request following
- 6.8. The Property Ombudsman for the sole purpose of administering any investigation by them.
- 6.9. The Company's insurers, Hiscox for the sole purpose of defending any claim brought against the Company.
- 6.10. The Company's legal advisers, (who are not retained, but whose details will be provided to you in the event that you commence proceedings against the Company,) for the sole purpose of defending any claim.

7. Rights of the Data Subject

- 7.1. Under the General Data Protection Regulation, you, the Data Subject have certain rights regarding the control and processing of your personal data. Details regarding your rights can be found on the Information Commissioner's Office (ICO) [website](#).
- 7.2. Should you wish to contact Dawn Sandoval Residential in order to exercise any of these rights, please email the **Data Controller's** representative using the following email address: dawn@dawnsandovalresidential.co.uk. Alternatively, please call 020 7093 1702 and ask to speak with Dawn Sandoval.

8. Security

- 8.1. Recognising the importance of personal data to our clients, we endeavour to put in place appropriate organisational and technical measures to protect that data.
- 8.2. Personal data we hold on electronic media is encrypted and stored in a secure data centre located in the UK.
- 8.3. Personal data we hold on non-electronic media is held in files, which are secured in lockable cabinets in offices with access controls and with 24-hour manned security.
- 8.4. **Data Subjects** should be aware that not all electronic communications are secure. We use Transport Layer Security (TLS) to encrypt and protect email traffic in line with government advice. However, if your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.
- 8.5. We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

9. Additional Services

As a consumer of our services we may occasionally contact you to make you aware of other similar services we offer, which we feel could be of assistance to you. Such communications will be sent to you under the Privacy and Electronic Communications Regulations and you will be given the option to opt out of similar communications on each occasion.

10. Data Protection Concerns

Should you have any concerns regarding the way an organisation is processing your personal data, the ICO recommends that in the first instance you contact the organisation concerned. If the organisation does not address those concerns in an appropriate manner, you then have the option to escalate the issue to the ICO. If you wish to contact us because you have concerns about our use of your personal data, please contact us using the details provided in paragraph 7.2.

11. Updates

This Privacy Notice is kept under review and it is update as appropriate. It was last updated on 3rd June 2018.