

GDPR regulations for Stretton Joinery Construction Ltd trading as SJ Property Services 25.05.18

The European General Data Protection Regulations (GDPR) are effective from 25.05.18 The aim of this legislation is to give citizens and residents of the EU more control over their data.

Stretton Joinery is committed to the protection of all personal data that is processed for its customers, suppliers and employees. Any questions or complaints regarding data storage and its usage should be directed to Julie Fox or Helen Potts (Sales and Lettings Manager)

All personal data for customers is kept in a locked key cabinet and computer data is stored encrypted on a computer remote from Stretton Joinery's premises. Any deleted data is only stored for 21 days on the backup computer system before it is no longer is stored. The supplier of IT support has been checked to ensure your data is not passed on to a third party.

Any customer request us to destroy any original paper copies at anytime.

No data is passed on to a third party without strict permission of the customer where it is only to be used for the purpose of the service being offered (e.g. referencing for tenants).

All staff have been trained in the understanding of the new GDPR regulations.

Data is only used for the purpose that is collected.

Sales clients data is only used to market their property and only personal data is given to a agreed third parties (e.g. surveyors) with their permission.

Valuation for sale and lettings paperwork which does not proceed to market will only be kept manually for a period of 60 days and stored encrypted on our database but will not be passed on for any other purpose.

Landlords data is only used for the purpose of advertising their properties, processing of the tenancies. Bank details are only stored on Lloyds Bank secured internet banking system for the purpose of rent payment.

Tenants data is only to be used for the purpose of referencing. Signing permission is given on application to submit data to Rent 4 Sure (their data protection policy can be found on www.rent4sure.gov.uk).

Your personal name, phone number and email is also passed to the Deposit Protection Service (DPS) for the secure lodging of your deposit. Their privacy policy can be found on www.dps.co.uk.

Your personal details will not be passed to any third party / supplier without your prior permission.

All suppliers will be GDPR checked to ensure no data is passed to a third party.