## SKITTS ESTATE AGENTS PRIVACY POLICY

## INTRODUCTION

Skitts Estate Agents want to give you the best experience possible. We only use the personal information you share with us to provide you with property related products. We only share your information with third parties directly involved in any subsequent transaction who have a legitimate interest and comply with the General Data Protection Regulations. We protect your information securely and you have the right to control its use and opt out of marketing communications at any time.

HOW WE COLLECT YOUR PERSONAL INFORMATION Information/data is collected via telephone/email/cookies/text message/fax/letter/office visit. We also receive information via forms completed by you on property portals.

# HOW WE USE YOUR PERSONAL INFORMATION

For marketing purposes to inform you of properties in which you may potentially be interested, or transactional purposes if you make an offer and/or progress a sale/rental.

#### HOW WE SHARE YOUR INFORMATION

We only pass your information on to third parties once a transactional situation and legitimate interest has been established. Those third parties have been vetted by us and all comply with the General Data Protection Regulations. Your data will never be shared by us or our third party providers with anybody else.

HOW WE PROTECT YOUR PERSONAL INFORMATION All personal information is retained on our password protected computer system or paper files securely locked within an office.

LAWFUL BASIS FOR ESTABLISHING A LEGITIMATE INTEREST Because all of the data we hold has been provided by you for the purpose of receiving marketing material from us, and potentially thereafter entering into a transactional situation, we have undertaken a legitimate interest assessment, conducted necessity and balancing tests, and have chosen to process your data for GDPR compliance purposes via the legitimate interest route.

# OPTING OUT AND OUR PROMISE TO YOU

You can opt out of receiving any contact by unsubscribing from emails, telephoning us, writing to us or visiting any of our offices. We undertake to immediately destroy all information we hold on you.

SKITTS ESTATE AGENTS DATA CONTROLLER Nick Rorison 07971 284131 nick@skitts.net