



Data Protection and Data Security Policy Statement

Statement of policy and purpose of policy

The rules on processing of personal data are set out in the General Data Protection Regulations 9 the GDPR)

Personal data – the GDPR applies to personal data meaning any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier – for example name, passport, home address or private email address.

Processing – means any operation or set of operations which is performed on personal data or on sets of personal data, whether by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission.

Fiona Banfield the business owner is committed to ensuring that all personal information handled by Banfield Estate Agent and its employees will be processed accordingly to legally compliant standards of data protection and data security.

The purpose of this policy is to help us achieve our data protection and data security aims by:

- A) Notifying our staff and clients of the type of personal information that we may hold about them and what we do with that information.
- B) Ensuring staff and clients understand our rules and the legal standard for handling personal information relating to staff, clients, and others.
- C) Clarifying the responsibilities and duties of staff and clients in respect of data protection and data security.

This is a statement of policy only and does not form part of any contract. We may amend this policy at any time, in our absolute discretion.

Information we collect from You:

We collect and process some or all the following types of information from you:

Banfield Estate Agents Limited

The Broadway, Crowborough, East Sussex, TN6 1DE

Tel: 01892 653333 info@banfieldresidential.com lettings@banfieldresidential.com

www.banfieldresidential.com

Registered Office: 168 Church Road, Hove, East Sussex, BN3 2DL
Company registration number 04955633



- Information that you provide when you apply for a property to sell or let through us as an active agent. This includes information provided through solicitors, via email, in person at meeting and/or by any other method.
- We process personal details such as name, email address, address, telephone number, date of birth, information relating to your employment history.
- If you contact us, we may keep a record of that correspondence on Alto.
- A record of your progress through our sales or lettings process that we may conduct.
- Details of your visits to properties including, location data and viewing feedback.
- If you contact us, we may keep a record of that correspondence.

The provision of your full name and e-mail address, your employer and/or your place of work and the URL of the business that you work for is required from you when you register to use our Services.

Who is responsible for data and data security?

Maintaining appropriate standards of data protection and data security is a collective task shared between us and you. This policy and the rules contained in it apply to all staff of the employer Banfield Estate Agents, irrespective of seniority.

The director Fiona Banfield has overall responsibility for ensuring that all personal information is handled compliance with the law.

All staff have a personal responsibility to ensure compliance with this policy, to handle all personal information consistently with the principles set out here and to ensure that measures are taken to protect the data security.

We are happy to discuss our procedures should you have any further questions.

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