



# All Agreed

Sales, Lettings & Management

## **GDPR PRIVACY POLICY 2021 GDPR PRIVACY NOTICE**

### **Introduction**

We are All Agreed Ltd, and this privacy policy explains how we use any personal information we collect about you from when you use our services.

### **Who we are**

All Agreed Ltd is a sales, letting and property management agency based in Ripley, serving Derbyshire and Nottinghamshire.

### **What information do we collect about you, and how will we use it?**

All Agreed Ltd collects information about you when you enquire about a property, or you are looking to use our services. Some personal data may be collected about you from completed forms, face to face discussions, phone calls or records of our correspondence. We collect information to enable us to confirm your identity, in order for us to fulfil our Money Laundering obligations. If you agree, we may also use your data to pass onto third parties (e.g. tenant referencing agencies, mortgage advisors or solicitors), but we will always seek your consent to do this. All Agreed Ltd will not share your information for marketing purposes with other companies.

### **Access to your information and correction**

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address. We may make a small charge for this. To access what Personal data is held, identification will be required. All Agreed Ltd will ask for identification when information on your personal data is requested, and will accept the following forms of ID: A copy of your driving licence, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If we are dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to the Data Protection Officer, Mr Daniel Hallett, at the address below.

Mr Daniel Hallett – Data Protection Officer,

All Agreed Ltd  
31 Market Place,  
Ripley,  
Derbyshire,  
DE5 3HA

All Agreed Limited  
sales@allagreed.co.uk  
lettings@allagreed.co.uk  
01773 303321

31 Market Place, Ripley,  
Derbyshire, DE5 3HA  
VAT No. 320408645



We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. At any point whilst All Agreed Ltd is in possession of or processing your personal data, all clients, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.

In the event that All Agreed Ltd refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to challenge.

### **Retention Policy**

All Agreed Ltd will process personal data during the duration of any ongoing services we are providing for you and will continue to store only the personal data needed for five years after the work has ceased, to meet our legal obligations. After five years any personal data not needed, will be deleted.

### **Data storage**

Data is held in the United Kingdom using different (multiple) servers. All Agreed Ltd does not store personal data outside the UK. All electronic data is password protected and backed up according to our IT policy and procedures. All physical data, is securely protected, in a locked location.

### **Changes to our privacy Policy**

We keep our privacy policy under regular review and we will update you of any changes.

This privacy policy was last updated on 01<sup>st</sup> September 2021. How to contact us Please contact us if you have any questions about our privacy policy or information we hold about you: By Email: [lettings@allagreed.co.uk](mailto:lettings@allagreed.co.uk) Or write to us at: All Agreed Ltd, 31 Market Place, Ripley, Derbyshire, DE5 3HA.