

## PRIVACY POLICY 2018

### Privacy Policy of Amber Court Lettings Limited.

We only collect basic data in order to help you sell, let, buy or rent property and closely associated services. Typically your name and address, email and a narrative of your specific instructions. To comply with money laundering regulations we may be obliged to view your identity documents

We only pass your data to other trusted firms who are an adjunct to these property services. We do not sell your data. The nature of the internet and cloud storage means that data may be processed in another country but we have no operation outside of the UK

We do not collect sensitive personal information, which is information relating to ethnicity, political opinions, religious beliefs, trade union membership, physical or mental health or condition, sexual life or criminal record.

The lawful basis on which we use your information...

- Processing is necessary for the performance of a contract with us to which you are party to - or take steps at your request prior to entering into a contract.
- You have given specific consent to the processing of your data.
- Processing is necessary for compliance with a legal obligation to which we are subject.
- Continued use of our services and of our website will signify that you agree to the terms of our privacy policy and any reasonable changes that may be made. If at any time you do not agree with the terms, please do not use our website or register your personal information with us.

You may withdraw your consent for us to use your data at any time, and within the limits of any current contractual obligation you have with us we will comply. Once our business relationship is at an end you may request we delete your data and subject to any other overarching legal obligations we will comply

You have a right to be told about any information we hold about you, simply contact our Data Protection Officer