

### **DATA PRIVACY NOTICE**

*Philip J Davis Holdings Plc is committed to upholding the trust and confidence of its clients / customers in accordance with the guidelines of the GDPR regulations which come into effect on 25th May 2018.*

*The GDPR sets out when and why we store your personal information and how it is processed and protected. Please read the following information carefully so you can understand how your personal data will be treated.*

*For the purpose of the GDPR the 'Data Controller' is Philip J Davis Holdings Plc (PJDH) of MyBuro, 20 Market Street, Altrincham, Cheshire, WA14 1PF (Company Number 00876255)*

*We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the data privacy manager using the details set out below:*

*Mr Iain Tindal*

*MyBuro, 20 Market Street, Altrincham, Cheshire, WA14 1PF*

*Tel – 07741 162 080 / 0161 928 0555*

### **CATEGORIES OF PERSONAL DATA BEING USED**

*We may collect the following personal information:*

- *Name / Job Title*
- *Email Address / Postal Addresses / Telephone numbers*
- *Details of client instructions*
- *Data needed to discharge our duties as an HM Revenue and Customs supervised Property services provider subject to the Money Laundering Regulations.*

### **THE PURPOSE OF PROCESSING YOUR DATA**

*Your data is collected for the purpose of:*

- *helping to facilitate professional services to clients*
- *for our own record keeping purposes*

*If we wish to use your data in another way, we will provide you with a separate Privacy Notice explaining the reasoning and purpose. We will only collect information that:*

- *You have disclosed*
- *To satisfy Money Laundering Regulations*
- *To satisfy a contract*
- *Is in the public domain*

## **SHARING YOUR PERSONAL DATA**

***PJDH will only share your information on customer enquiries with:***

- ***The client which specifically relates to the property – but only a company / trading name in the***
- ***With a joint agent also instructed on the transaction***
- ***Where we need to comply with a legal or regulatory obligation.***
- ***Other professionals dealing with the transaction or service***

***We do not knowingly transfer your personal data outside the European Economic Area (“EEA”). However, some External Third Parties may run their operations outside of the EEA. Although they may not be subject to the same data protection laws as organisations based in the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. By submitting your personal information to us you agree to this transfer, storing or processing at a location outside of the EEA.***

## **WHAT YOUR RIGHTS ARE**

- ***The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act***
- ***The right to change any information that we hold***
- ***To request your personal data is deleted where it is no longer necessary***
- ***And other rights that can be found in the GDPR***

## **HOW LONG WE KEEP YOUR DATA**

***Your data will be kept for no longer than is reasonably necessary. Whilst we are in possession of this data we will secure it to the best of our ability.***

***However, the transition of data via the internet can never be entirely secure. Therefore, Transition of your data is at your own risk.***

***Once in possession of your data we have strict procedures in place to safeguard the data we collect.***

## **WEBSITE**

***PJDH may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer’s hard drive. They help us to improve our site and to deliver a better and more personalised service.***

***You can deactivate the setting on your browser so that it allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.***

## **CHANGE TO OUR PRIVACY POLICY**

***Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.***