



## GDPR PRIVACY NOTICE

This Privacy Notice tells you what to expect in relation to personal information about you which is collected, handled and processed by Myddelton & Major.

Myddelton & Major of 49 High Street, Salisbury SP1 2PD, is the data controller.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws enforced from time to time. Currently, the Data Protection Act 1998 applies. With effect from 25 May 2018, the General Data Protection Regulations will come into force, which will change the law.

The information about you we may collect and hold and process is set out below:

### CLIENTS OF THE FIRM:

- your name
- your company name
- your company address
- your company registration number
- your email address
- your telephone numbers
- your date of birth
- your passport number and/or driving licence number

### APPLICANTS - (PURCHASERS / TENANTS / OCCUPIERS OF PREMISES THAT WE MANAGE):

- your name
- your company name
- your address
- your email address
- your telephone numbers
- your date of birth
- your passport number/driving licence number

This information will have been provided by you in order for Myddelton & Major to provide our services to you as Chartered Surveyors and estate agents.

## HOW WE USE THE INFORMATION

The above information is used to provide our services to you in our capacity as Chartered Surveyors and estate agents. You may be a client of the firm where we will be acting on your behalf in dealing with an estate agency or property management matter or you may be a prospective tenant or purchaser seeking residential or commercial premises. You may be a tenant of a landlord for whom we manage property, residential or commercial.

If you have provided your information to us as a prospective purchaser or tenant, then your information may be used to match your stated requirements against properties we are marketing to send you information on suitable properties and interact with you on property transactions.

We may use your information to send you further information on our services.

If you are a client of the firm, we will use your information to interact with you in relation to ongoing instructions as well as providing further information about our services from time to time.



49 High Street, Salisbury, Wiltshire SP1 2PD

Commercial Tel: **01722 337577** Residential Sales Tel: **01722 337575** Residential Lettings Tel: **01722 337579**  
[www.myddeltonmajor.co.uk](http://www.myddeltonmajor.co.uk)

**Partners:** P G Holford MRICS • D A Speer MRICS • P C Sammons MRICS  
S M Lee FRICS • A J L Brain • T E Haine MRICS **Associate:** M J A Holmes MRICS

Chartered Surveyors Regulated by RICS



## HOW WE HOLD THE INFORMATION

All the personal data we have is stored on our database which is hosted in the UK. Your data may also be held in hard copy files which are held in our offices and secure storage.

## DISCLOSURE OF YOUR INFORMATION

Your information will not be disclosed or shared with any third parties, without your prior consent.

If you are a prospective purchaser or tenant, then your Information may be shared with our clients where you have expressed interest or agreed terms to acquire a property but only as far as it is necessary in order to progress a transaction.

## WHAT IS THE LEGAL BASIS FOR PROCESSING THE INFORMATION?

We will rely on your consent to process the information that you supply when you interact with us to become a client or a prospective purchaser, tenant or tenant occupier of premises we manage.

Once our instructions from you as a client have ended or as a prospective purchaser or tenant, you have secured a property or advise us that you are no longer seeking property, we will hold your information in archive form on the basis of our legitimate interests in securing our files for professional purposes, regulations and insurance.

If you are a tenant of a property we manage, we will hold the information for the duration of the tenancy and our management instruction and will continue to hold the information for professional, regulatory and insurance purposes as a legitimate interest at the end of your tenancy.

## YOUR RIGHTS

You have the right at any time to ask for a copy of the information that we hold. If you would like to make a request for the information, please email [commercial@myddeltonmajor.co.uk](mailto:commercial@myddeltonmajor.co.uk)

Under GDPR, you have the right to erasure, restriction of processing, objection and data portability.

## WITHDRAWAL OF CONSENT

If you provided us with your consent to process your data, for the purpose of using our services, you have the right to withdraw this at any time. In order to do so, you should contact us by emailing [commercial@myddeltonmajor.co.uk](mailto:commercial@myddeltonmajor.co.uk).

## CONCERNS

If you have any concern over the way we are using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [ICO.org.uk](http://ICO.org.uk).

## CONTACT

Please address any questions, comments and requests regarding our data processing practices to Dean Speer MRICS, Partner, Myddelton & Major, 49 High Street, Salisbury SP1 2PD.



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