

Data Protection Policy – GS Joiner & Sons Ltd & Majoracre Ltd

Re: General Data Protection Regulations – effective 25th May 2018 – Item 7) of Licence.

1) Background:

- a. As part of its requirements for the letting of its commercial properties we collect information of a personal, business and financial nature from our Tenants which is used to assess their suitability and prepare and issue the Licence as well as ensure we can communicate with them effectively on a day to day basis and in an emergency.
- b. All the information we hold is provided freely by tenants and is generally of a “low level” data quality meaning that it can generally be found in the public domain as well.
- c. We do not hold, or request, any financially sensitive details from tenants such as passwords or PIN numbers.

2) Collection of Information:

- a. We generally collect all the information we require through our Application Form which covers all the Personal, Business and Financial details we require.
- b. We may research websites / Social Media for additional information on tenants at any time.
- c. If a prospective Tenant does not proceed with the License then these documents are destroyed and any electronic copies removed from our records.

3) Recoding of Information:

- a. All details are stored on a standalone computer used solely for the purposes of managing the Commercial Property activities of the businesses.
- b. These records are password protected with regular external hard drive copies being taken / overwritten for back up if required.
- c. Hard copies of any documents are stored in individual property files.

4) Sharing of Information:

- a. We share Unit Address details and cost details with our Accounts Dept for the management of payments and receipts to our Tenants.
- b. We provide contact details to all Service Providers and Government Bodies as required to enable the correct billing for these services during the tenancy, as well as forwarding address details at the end of the tenancy.
- c. We provide property / use / business name details to insurers for the purpose of obtaining competitive quotations.
- d. We will only disclose further information to any third party if legally required to do so and upon receipt of written authority that confirms provision has to be made.
- e. We do not share any information provided with third parties for marketing or financial gain.

5) Retention of Information:

- a. We will normally retain all information relating to the letting of our Commercial property in hard and electronic formats for a minimum of 7 years after the tenancy terminates in case details are required by the Tenant, Service Providers, Government Departments or other legal entities.
- b. Limited details of Tenant names and periods of occupancy may be retained indefinitely electronically to provide statistical / unit letting history.

6) Destroying of Information:

- a. If we receive a request to remove / destroy information held from the Tenant, or their legal representative we will undertake this within 7 days of formal notification provided it does not conflict with our own legal responsibilities to retain such information. If removed we will destroy hard as well as electronic copies of the data.
- b. Information regarding Tenancy of Units held on our website is regularly updated and terminating tenants details are overwritten / removed as required.