

## **MW Darwin & Son - GDPR**

This privacy notice is a requirement by the European Union General Data (GDPR) 2018.

The GDPR replaces the UK Data Protection Act (1998) on 25<sup>th</sup> May 2018.

We are required to inform you: what personal data we hold about you, who we share it with and about your rights to access information.

Our data protection officer is **Michael Darwin**.

Our data controller is **Ian Gatto**.

### **The personal information we hold about you:**

Name, contact details bank account details

### **Our legal basis for holding and processing this information:**

Your consent to us holding this information.

You have agreed a Contractual agreement with us.

### **How we use your information:**

to perform our business arrangement with you.

### **How this information is secured:**

Our digital records are stored on password protected computers. Our computer monitors and paper client records are out of general view. All paper records are kept for 7 years for legal purposes only.

Who we share your information with: contact details may be shared with a third party in order to carry out elements of the business arrangement between MW Darwin and Son and you.

### **Your rights:**

By registering as a vendor, buyer or client for survey or valuation we take this as explicit consent that you are happy for us to hold, process and secure your personal information.

You are entitled to withdraw your consent to us further processing you information at any time, however records of business must be kept by us for 7 years by law.

You are of course entitled to access your information and any subject access requests will be completed within a 1 month timescale.

If you feel there is a problem with how we process your information you have the right to complain to the Information Commissioners Office.

Should you have any questions on the notice please do not hesitate to ask our data protection officer.