

## **General Data Protection Regulations RE: CONTRACTORS**

The Contractor agrees that any personal data provided to them by the Agent, such as tenant or landlord details are safely stored and not passed onto any third party without the explicit consent of the individual to whom that data belongs and where that personal data is no longer required, that such personal data is disposed of securely.

**\*The data should be disposed of when the works have been completed, please confirm on your invoice that this has been done.**

The Contractor further agrees, that they will fully cooperate with the Agent in the event a Subject Data Access Request is received, and to compensate the Agent for any liability incurred through a failure of the Contractor to adhere with the General Data Protection Regulations.

**CHARLES KIMBELL Privacy Notice** See all here [www.charleskimbell.co.uk/privacynotices](http://www.charleskimbell.co.uk/privacynotices)

**Data Controller:**

**Charles Kimbell Letting Agents**

**9 Church Street**

**Market Harborough**

**Leicestershire**

**LE16 7AA**

**Tel: 01858 434838**

**Email: [charleskimbell@btconnect.com](mailto:charleskimbell@btconnect.com)**

**Our ICO Registration Number: Z1329917 ICO Telephone Number 0303 123 1113**

### **Your Personal Data**

We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data will be shared with third parties to include but not limited to the tenants, landlords and property management software systems to ensure the efficient management of the works requested. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected with the works requested without your explicit consent.

### **Right to Deletion**

You have the right to request that all your personal data we hold is deleted. Such a request can be sent to the above address or email, where we will confirm deletion or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 21 working days of receipt.

### **Right to Rectification**

You have the right to request that we amend any personal data we hold for you if you believe it is incorrect. Such a request can be sent to the above address or email, where we will confirm rectification or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 21 working days of receipt

### **Subject Data Access Request**

You have the right to request at any time, confirmation of the actual personal data we hold for you, and how this has been processed. Such a request can be sent to the above address or email which will be actioned within 21 working days of receipt.

### **Complaint**

In the first instance, if you have any complaint about how we hold or process your personal data, then please contact us at the above address. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Office (ICO) at the following website <https://ico.org.uk/> quoting our ICO registration number which can be found above. Their telephone help number is 0303 123 1113