



General Data Protection Regulations - Privacy Notice

Bradders Ltd are committed to protecting and processing your personal data in accordance with the General Data Protection Regulations and the Data Protection Act 2018 (the legislation). For the purpose of the legislation and your personal data, Bradders Ltd are the Data Controller, Natasha Barnes is the person responsible for data protection and can be contacted at 3 Brewers Yard, Ivel Road, Shefford, SG175GY, email: accounts@braddersltd.com, phone: 01462654112.

The General Data Protection Regulations are to safeguard your personally identifiable information or personal data. This privacy notice will be regularly reviewed and updated.

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 Landlords, tenant/s, other contractors, solicitors, court services, other Bradders Ltd staff members, relevant people relating to the installations such as joint tenants, guarantors, permitted occupiers, next of kin. 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 to the property or tenancy without your explicit consent.

Where is the data stored?

Your personal data is stored in electronic form and the data is always stored within the European Union or outside of the European Union but with an organisation operating under the General Data Protection Regulations.

Retention period and criteria used to determine the retention period

We will retain some elements of your personal data for up to six years and beyond after we cease to be your agent. What information can be anonymized will be when no longer required for either contractual fulfilment or a legitimate interest. If the lawful basis for processing your data was consent then you may withdraw consent at any time.

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 7 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 7 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 7 working days of receipt.



How to lodge a 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 or email.

Data we share with you

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

Last reviewed: 1st September 2022

Signed: