

PRIVACY POLICY

We are committed to safeguarding the privacy of our business partners; this policy sets out how we will treat your personal information.

Our Data Protection registration number is: ZA378502

Description of processing:

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances at:

R&S LETS LIMITED

217 New Road

Dagenham

Essex

RM10 9Lu

Website: www.rslets.co.uk

E-mail: rajk@rlets.co.uk

Tel: 0208 597 4848

Mobile: 0795 645 0362

Reasons/purposes for processing information:

We process personal information to enable us to provide property services to our clients; promote the services we offer; maintaining our own accounts and records; support and manage our employees.

Type/classes of information processed:

We process information relevant to the above reasons/purposes. This may include:

- **personal details**
- **family details**
- **lifestyle and social circumstances**
- **employment and education details**
- **financial details**
- **goods and services provided**

We also process sensitive classes of information that may include:

- **physical or mental health details**
- **religious or other beliefs**
- **racial or ethnic origin**
- **trade union membership**

Who the information is processed about:

We process personal information about:

- **clients**
- **suppliers**
- **advisers and professional consultants**
- **enquirers**
- **employees**

Who the information may be shared with:

We sometimes need to share the personal information we process with the individual themselves and also with their agents and other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- **educators and examining bodies**
- **current, past and prospective employers**
- **employment and recruitment agencies**
- **suppliers and service providers**
- **family, associates and representatives of the person whose personal data we are processing**
- **financial organisations**
- **credit reference agencies**
- **debt collection and tracing agencies**
- **business associates and other professional advisers**
- **central and local government**
- **police forces**

Additional reasons:

Consulting and advisory services

Information is processed for consultancy and advisory services that are offered. For this reason the information processed may include name, contact details, family details, financial details, and the goods and services provided. This information may be about customers and clients. Where necessary this information is shared with the data subject themselves, business associates and other professional

advisers, current, past or prospective employers and service providers.

CCTV for crime prevention:

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.