

De Groot Property Privacy Policy

Our contact details

Name: de Groot Property

Address: 5 Durweston Street, London, W1H 1EN

Phone Number: 020 7935 8595

E-mail: mail@degrootproperty.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Verification of your identity including but not limited to photographic identification
- Financial account information

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for Property Management.

We use the information that you have given us in order to maintain records and provide client reporting

We may share this information with Local Authorities or Utility Companies

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting mail@degrootproperty.com

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep all information stored for 6 years after any contact with you or contracts terminate. We will then dispose your information by deleting computer records and shredding any hard copy information.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at mail@degrootproperty.com, 020 7935 8595 or by post to 5 Durweston Street, London, W1H 1EN if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at 5 Durweston Street, London, W1H 1EN.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>