

GATEWAY ESTATES DATA PROTECTION POLICY

In order to comply with current regulations regarding the handling of personal information/data, Gateway Estates operates the following policy:

1. Gateway Estates may collect and store your personal information/data only with your consent and only for use in connection with:
 - a) Arranging and undertaking appointments regarding the viewing of properties;
 - b) Undertaking referencing, identity verification and credit checks;
 - c) Drawing up written tenancy agreements;
 - d) Contacting you for any purpose defined in any tenancy agreement, or in connection with any such tenancy agreement, to which you are party;
 - e) Contacting you for any purpose which you have requested expressly in writing;
 - f) Performing our contractual obligations to you.
2. Gateway Estates will never pass on or sell your personal information/data to third parties, excepting where:
 - a) You have directly requested us to do so in writing;
 - b) We may be required to do so by law.
3. Gateway Estates will never use your personal information/data for marketing purposes without your express written consent.
4. You have the right to know what personal information/data relating to you is held by Gateway Estates and how it is processed, and you also have the right to have such personal information/data:
 - a) Corrected if it is inaccurate;
 - b) Completed if it is incomplete;
 - c) Restricted from any processing or dissemination (except as outlined in clause 2(b) above);
 - d) Erased if it is no longer required under any of the clauses 1(a) – 1(f) above.
5. If you wish to be advised of what personal information/data relating to you is held by Gateway Estates, obtain copies of such information/data, or exercise any of your rights as outlined in clause 4 above, you may do so by:
 - a) Calling the Gateway Office on 01234 345 353;
 - b) Sending a request by e-mail to bedford@gateway-estates.com;
 - c) Sending a request by post to Gateway Estates, 75 Harpur Street, Bedford, MK40 2SR.

Please note that in order for Gateway Estates to undertake any requests concerning any of your personal information/data, we will first be required to verify your identity.

6. Personal information/data held by Gateway Estates may include:
 - a) Full name;
 - b) Contact information including home address, address history, forwarding address, e-mail address(es) and any phone numbers;
 - c) Date of Birth, Place of Birth and Nationality (including National Insurance Numbers and/or Passport details where necessary under clauses 1(a) – 1(f) above);
 - d) Financial Details including bank accounts, credit applications, and other financial products, as well as CCJs and/or IVAs;
 - e) Employment details and status including contractual terms and salary;
 - f) Family, lifestyle and social circumstances (if relevant to clauses 1(a) – 1(f) above).
7. If you feel that your personal information/data is being incorrectly handled by Gateway Estates, you have the right to complain to the Information Commissioner's Office, for which details can be found at www.ico.org.uk.