



SOLOMONS

GDPR Privacy Notice

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Introduction and background

The purpose of this policy is to outline how Solomons* has established measures to protect your privacy and information rights.

Your rights

We recognise that you have rights as a 'data subject', and that we have an obligation to uphold these. This privacy notice aims to outline how we maintain these rights. It outlines:

- How we collect and process your information,
- Why we do this,
- How you can exercise your rights,
- Who to contact in the event you're unhappy with our performance.

Your information rights:

Right	Explanation
Right to be informed	This encompasses the obligation for us to be transparent in how we collect and use your personal data.
Right of access	You have the right to access your personal data and supplementary information.
Right to rectification	If the information we hold on you is inaccurate or incomplete, you can request we correct this.
Right to erasure	You can request we delete or remove personal data where there is no compelling reason for us to continue processing.
Right to restrict processing	You have the right to request we cease processing your data, if: <ul style="list-style-type: none"> • You consider it inaccurate or incomplete; • Where you object to processing and we are considering whether we still have a legitimate interest to process it. • Where we don't need the data for the original reason we collected it, but may need it to support a legal claim.
Right to data portability	Where you have consented to our processing your data, or where the processing is necessary for us to deliver a contract, you can request a copy of that data be provided to a third party in electronic form.
Right to object	You have the right to object to our processing under certain circumstances. For example, you can object to: <ul style="list-style-type: none"> • Direct marketing (including profiling); and • Processing for purposes of scientific/historical research and statistics.
Rights relating to automated decision making including profiling	Where we apply automated decision making, we must <ul style="list-style-type: none"> • Give you information about the processing, • Introduce simple ways for you to request human intervention or challenge a decision, • Carry out regular checks to make sure that our systems are working as intended. Information related to automated decision making is contained later in this notice.

This privacy notice should outline how we are transparent in our processing. Please get in touch with us through the 'contact details' section to find out more or to exercise your information rights.

Information we collect

Please find below a summary of the information we collect and how we use this to deliver services to you.

Solomons		
Information we collect	Why we collect this	How we process this
Client name, home address, telephone numbers and e-mail address.	For the purpose of conducting business with the client.	Office filing system with password protected property software system.
Photographic identification and proof of residency (this could include bank statements).	To comply with UK Money Laundering Regulations 2017.	Using secure office filing system. Using outsourced online verificationsystem.
Property keys and alarm details.	To perform our day to day estate agency business.	Using secure code system.
Transfer of Data		
Data may be shared with Solicitors, Surveyors, Professional photographers, Mortgage brokers and other departments within the Solomons business. Data may also be transferred using outsourced online verification systems.		
Retention of Data		
From May 25 th 2018 data will be held indefinitely in accordance with our business processes. This applies to all clients that have bought, sold or had a property valued by Solomons. If you object to this retention, please contact us – details provided in the 'Contact' section.		
Automated Decision Making		
Prospective Applicant records, inactive for a period of 2 years will be archived.		
Securing your Information		
Information is stored electronically on our software system and our secure office filing systems, passwordprotected. Adhere to the NAEA regulations.		

Use of cookies

Like many major websites, the Solomons Website may use "cookies" which store some information on computers accessing the Website. Cookies may be used by us for a variety of purposes. For example, we may use cookies to recognise a computer which has previously visited this Website and customise the Website according to previous preferences and site behaviour. Cookies may also be used to manage security and store information about the type of browser being used. With most Internet browsers, users can erase cookies from their computer's hard drive, block all cookies, or receive a warning before a cookie is stored. However, some parts of this Website may not function fully for users that disallow cookies. Further information on deleting or controlling cookies is available at www.aboutcookies.org.

Contact details

We recognise that you may have questions on how we process and/or store your data or may want to change either the data we hold on you or how we communicate with you in the future.

If you have given consent for processing, you are free to withdraw that consent. To let us know this is the case, email info@soloestates.co.uk. If you have any questions in respect of this notice, or would like to exercise your rights as a data subject (for example, to correct data or to exercise your right to access):

- Solomons as data controller can be contacted at info@soloestates.co.uk
- Data Protection Officer can be contacted at info@soloestates.co.uk.

END