

This Privacy Notice Explains How we Intend to Make Use of Your Personal Data

We are Adair Paxton Ltd. Our Data Protection Officer is Guy Roberts and you may contact him at 1st Floor Sanderson House, 22 Station Road, Horsforth, Leeds, LS18 5NT. A full version of our privacy notice can be on our website. www.adairpaxton.co.uk

We use data we have collected about people for the following purposes:

- To fulfil contractual obligations, we have toward them (where appropriate);
- To protect our legitimate interests and the legitimate interests of clients (landlords or property sellers);
- To allow our clients to fulfil their own contractual obligations to you (e.g. by carrying out repairs and property maintenance);
- To fulfil our obligations under the law.

Where we have obtained proper consent to do so we will also use your contact data:

- To allow us to market our services;
- To allow us to market relevant services by other third parties.

We may also anonymise data and then use it for statistical analysis of the property market.

Specific Data Uses

We obtain and retain identity and financial data we collect about property sellers, and prospective property purchasers, to fulfil our legal obligation to carry out money laundering and financial criminal checks.

We may also make reports to government agencies where we have a reasonable suspicion of money laundering or terrorist or criminal financing.

Within our Residential Block Management department, we will collect personal contact information from leaseholders of flats and houses. In some instances, we will also collect personal contact information for tenants within those properties.

This information will be used to contact flat or house owners in regards to service charge collection, litigation and emergencies. In certain circumstances this information can be passed onto nominated solicitors to protect the legitimate interest of our client in the litigation process. Finally, this contact information may be passed to buyers and sellers solicitors during the sales process. It will also be passed onto contractors to assist in dealing with repairs to the freeholder's buildings, services and grounds

We will use Microsoft Outlook to process email communications.

Our IT services are provided by Contedia Limited and they may have occasional access to personal data that we hold. We have a contract with them to protect data privacy.

Our business uses separate property management software provided by Focus, CFP Win Man and Alto (The last two being part of the Property Software Group). They may have occasional access to data for maintenance and trouble-shooting purposes.

They may process data using a cloud-based system within the EU. We have a contract with them to protect data privacy.

We will pass identity and financial information to legal advisors and debt collectors to protect our and our client's legitimate interests by assisting in the collection of debts owed to ourselves or our clients or to take legal advice about claims that may be advanced against us or our clients.

Where we have been given your consent to use your data for marketing purposes we will only do so to the extent that your consent was given and only to the organisations or categories of organisations we identified when seeking that consent.

Your Rights

Where we have asked your consent for the use of your data you may withdraw it at any time. We may only then process your data if we can establish a need to do so.

You have the right to ask us to delete or stop processing your data. We may only then continue to do so if we can establish a need to do so.

If you are unhappy with how we have handled your data, you may complain to us at any time by contacting the Data Protection Officer named above. You also have the right to complain to the Information Commission whose details can be found (along with more information on your rights) at (<https://ico.org.uk>).