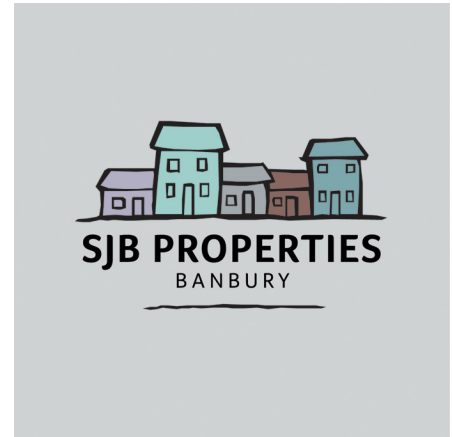


Privacy Policy GDPR – Version May 2020



SJB Properties (Banbury) Ltd operates in the management of properties on behalf of our clients and as such has the requirement to hold personal data.

What information do we hold?

The personal data that we collect and hold is stored in our office location in both electronic format and paper format.

We have precautions in place to protect that information as best as we are able from access by unauthorised people.

Our computer systems are password protected, the offices are locked at all times, we have anti-virus software installed with attached anti-theft software. No one outside of our office personnel has access to computer records. Information held on mobile devices is password protected.

What do we use the information for?

Due to our day to day business, we require to use the information we hold for the following reasons:

1. Contacting residents and owners of properties.
2. To process regular payments to our clients and suppliers.
3. Keeping records that we are legally required to obtain.
4. Providing contact information to contractors and suppliers when required.
5. We occasionally have the need to share the information with other parties in connection with our property management requirements, where such information is required to meet legal requirements of identifying individuals to other agencies.
6. We occasionally have the need to share contact information with contractors and suppliers connected with our management duties.
7. We occasionally have the need to show contact information with other clients e.g. for insurance purposes.

What we do not do with that information.

1. We do not share the information in blocks with other people/companies.
2. We do not divulge any information to any third party unless there is a good reason to do so connected with the management of a particular property and with prior consent from that individual.

In the event that we were to suspect a breach of security of the information that we hold, we will notify the ICO immediately and take whatever action we are able to notify our clients of such breach.

We do not believe that we hold any data that would be considered as extremely personal information e.g. medical records.

This policy will be reviewed and updated on an annual basis.

SJB Properties

SPECIALISTS IN BLOCKS OF FLATS MANAGEMENT | LETTINGS & PROPERTY MANAGEMENT | PROPERTY RELATED CONSULTANCY

📞 01295 251648 ✉ post@sjbproperties.co.uk 🌐 www.sjbproperties.co.uk 📍 54 Broad Street, Banbury, Oxon OX16 5BL

SJB Properties (Banbury) Ltd Vat No: 823 4068 44 Company Registration No: 8809762 (England and Wales)