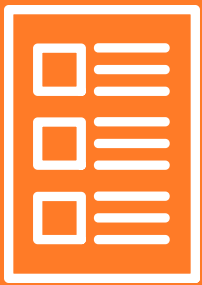




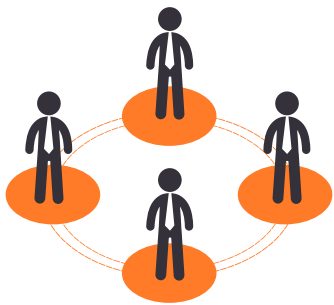
ACORN PROPERTIES GENERAL DATA PROTECTION FOR

VENDORS



WHAT DATA DO WE COLLECT?

As a vendor, we need certain information in order to create a property record and legal documentation for you. These include Your name, address, contact number, email address as well as relevant property information.



WHO IS COLLECTING MY DATA?

Initially when you contact our offices one of our trained staff will collect your data for processing. If you register yourself or via a portal then the website or portal provider will collect the information and pass it onto our team.



WHY ARE YOU COLLECTING MY DATA?

As a vendor, we need your information in order to create a tenancy record for you on our property software. This enables us to arrange viewing appointments, consult with you on any forthcoming offers and to keep you up to date with the progress of a sale as well as to keep you in the know with important industry updates and third-party services.



SO, WHAT IS YOUR LAWFUL BASIS FOR COLLECTING MY DATA?

There are several lawful basis for collecting your data as a vendor with us. These include, contract fulfilment, legal obligation, consent, and legitimate interest. vendor



WHO WILL MY DATA BE SHARED WITH?

Your Data Protection is very important to us and we will only ever share your information where and when necessary. As a vendor your data could be shared with our trained staff, solicitors, our cloud-based software, mortgage providers, relevant government agencies, our IT backup system, contractors for quotes, removal companies, your buyer and court services, and occasionally with our third party email marketing provider (only accessed by our staff) in order to send you useful information.



HOW IS MY DATA STORED?

Your data will be stored on our property software system and internal server and backed up to the cloud. We may also retain paper copies of your agreement and referencing in a locked storage system.



HOW LONG DO YOU KEEP MY DATA?

We will only ever keep your data for as long as is necessary, as a vendor your legal agreement and information therein will be stored for the term of the agreement and for ten years after. All paper data is destroyed safely and ethically and we retain data destruction audit records for your peace of mind.