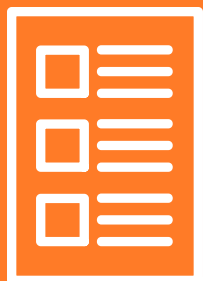




ACORN PROPERTIES GENERAL DATA PROTECTION FOR

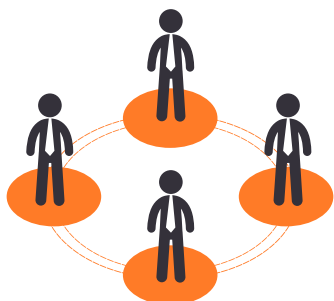
APPLICANTS



WHAT DATA DO WE COLLECT?

As one of our applicants there is certain data we will need to collect from you in order to help you find your perfect property.

These include: Your name, address, contact number and email address



WHO IS COLLECTING MY DATA?

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 staff.



WHY ARE YOU COLLECTING MY DATA?

As an applicant we need your information in order to register you on our property software. This enables us to match you to your perfect property and to keep you up to date with new available properties which match your specific criteria. It also enables us to keep our staff safe when attending viewing appointments. Additionally, should you decide to take a property with us, this information will form the basis of your new tenancy record.



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

Consent. This means means we are offering you real choice and control. You are in charge and making a choice to release your information to us to help you in your search.



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 an applicant your data will be shared with our trained staff, our cloud based software, an IT backup system 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 backed up to the cloud.



HOW LONG DO YOU KEEP MY DATA?

We will only ever keep your data for as long as is necessary, if you do not become a tenant with us then we will delete your data after a period of twelve months or sooner should you request us to do so. All paper data is destroyed safely and ethically and we retain data destruction audit records for your peace of mind.