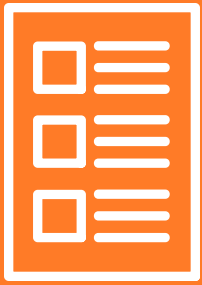




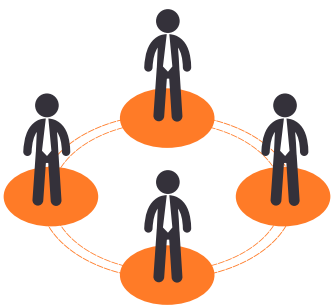
ACORN PROPERTIES GENERAL DATA PROTECTION FOR

CONTRACTORS



WHAT DATA DO WE COLLECT?

As a contractor, we need certain information in order to create a maintenance record for you. These include your name, registered business address, contact number and email address.



WHO IS COLLECTING MY DATA?

Initially when begin to work with us as one of our approved contractors, one of our trained staff will collect your initial data for processing and this may be passed to a third party (supplied by you) to obtain references.



WHY ARE YOU COLLECTING MY DATA?

As a contractor, we need your information in order to create a maintenance record for you on our property software. This enables us to process works orders for you and to keep you up to date with the progress of invoices and payment. We may also need to pass on your contact information to our landlords and tenants for the purposes of keeping everyone up to date with planned works.



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

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



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 contractor your data could be shared with our trained staff, third-party referees, our cloud-based software, an IT backup system, the property landlord or landlord representatives, tenants and guarantors where necessary.



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 contractor your legal agreement and information therein will be stored for the term of our working relationship and for seven years after we cease to work together on paperwork and invoices. All paper data is destroyed safely and ethically and we retain data destruction audit records for your peace of mind.