

PRIVACY NOTICE

In accordance with the necessary GDPR (General Data Protection Regulation), effective 25th May 2018. Shepherds Lettings trading at Riverside House, 6 Mill Bridge, Herford, Herts SG14 1PY will be the Data Controller ensuring in what is our lawful basis for processing data, mainly from consent but will in some instance be contractual.

We will process data to provide our Applicants and Clients with legitimate information to inform you about properties for rent, related information with regards the property market and details of the services that we provide as a Property Letting & Management Agent.

You have a right and the ability to manage and review your 'marketing preferences', at anytime, as data is processed via the ZPG property software product that we use to manage our data processing system. You will have access by means of a link on our website to 'opt in' and 'opt out' or withdraw consent, with regards this subject.

Your data is held for the legitimate legal cause that we need for process for Tenant & Landlord compliance to meet our legal requirement to carry out our duty as Property Letting and Management agent. The software operating system, is provided by an established market leader (ZPG Software) in providing bespoke Property software operating systems to UK based Estate Agencies. ZPG offer full GDPR compliance policies as Data Controllers, and security in storage of data.

Shepherds Lettings do not sell your data. We only share your data with third parties as legitimate cause. These third parties are listed below and enable us to process your data for purpose of Marketing, Reference application, Transfer of utility supplies including council tax, TV/Broadband & media services. The information we will share with those parties listed below will be; Titles, Names, Addresses, Contact details (both mobile numbers and email address), Gender, Date of Birth, Profession. This data will be shared with:

1. TDS (The Dispute Scheme). With regards deposit registration.
2. Van Mildert Referencing. With regards Tenant referencing services & Landlord rental guarantee products.
3. Tenant Shop. With regards registration & transition of utility suppliers, media/broadband & TV transfer and council tax.
4. Trusted trades persons whom are delegated by Shepherds Lettings to carry out and perform any ongoing maintenance items that arise during our clients term of tenancy.

Applicants who become Tenants of Shepherds Lettings, by due process will have their data retained for as long as they remain active and for periods that enable us to comply with statutory and professional regulations.

As members of ARLA PropertyMark, We operate mandatory best practice obligations and Client Money Protection, that will require us to retain basic client/customer account information for legitimate and necessary monetary transactions regarding rental monies.