

DATA FLOW CHART

Retrieve

Data is retrieved by way of website enquiry, telephone and walk-ins. Data is taken for applicants, landlords, buyers and sellers. Types of electronic data obtained include names, telephone numbers, addresses, email addresses and financial information (salaries, deposit info). Other types of data that may be taken can include copies of ID, bank statements/proof of funds, proof of ownership and utility bills.



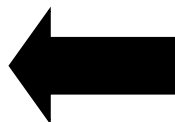
Store

Electronic data is stored via secure password protected servers and desktop computer systems alike, all of which are kept in a secure alarmed facility with restricted physical access limited to staff members only. Non electronically held data is stored in lockable filing cabinets which remain secure and locked overnight.



Use/Share

We use information to provide the full array of services that are directly relatable and reasonable. We may also share information with third party companies to achieve this on our behalf where necessary in the form of sub-contractors, referencing agencies and utility companies.



Archive/Discard

We archive all personal data when it no longer becomes necessary for us to keep it. Applicants who have registered for a property to rent will have their data archived after 3 months. Buyers will have their data archived after 6 months. Tenancy data is archived once tenants have moved out along with copies of ID, bank statements and any other data which no longer becomes required by law to keep.