

## PRIVACY AND DATA PROTECTION INFORMATION

### PERSONAL INFORMATION WE GATHER

Name / Address
Contact Numbers
Email Addresses
Passport ID
Driving Licence ID
Proof of Address
IP Address
Signature / Signatures
Legal Representative Details
Bank Details
Previous Address
Utility Bills
References
Employee Details
Age of Children

### WHO WE RECEIVE INFORMATION FROM

The Client (Tenants)
Money Laundering Checks
Legal Representatives
Power of Attorneys
Financial Services
Relocation Services
Domestic Energy Assessors
Referrers
Property Portals
Recommendations
Governing Bodies including Property Ombudsman
Referencing Agencies
Banks
Building Societies
Utility Companies

### WHO WE SHARE INFORMATION WITH

Solicitors and Legal Representatives
Financial Advisors
Money Laundering Checks
Software Providers
Relocation Services
Domestic Energy Assessors
Our Office Network
Debt Collection Agencies
Governing Bodies including Property Ombudsman
Inventory Clerks
Cleaning Contractors
Utility Companies
Approved Contractors

### MARKETING

PJ Magazine and External Publications
Newsletters
Promotions
Property Photos for Portals
Property Photos for Offices

### WHERE WE STORE INFORMATION

Password Protected IT
Hard Copies Are Securely Locked in Alarmed Offices

Peter James hold this information for compliance purposes for 6 years after the date of the transaction