



ESTATE AGENCY

Data Collection Statement

Here at Mother Goose Estate Agency Ltd we comply with the Data Protection Act 1998. We have reviewed our procedures to comply with the introduction of the General Data Protection Regulations introduced in May 2018. We want to tell you that:

- We are registered with the Information Commissioner, and our registration number is ZA420207.
- The person responsible for data protection and compliance with the Data Protection Act is David Waight, Director. You can reach them on 01892 521611 or via david@mothergooseestates.co.uk
- If you ever want to know what information we hold about you, you can ask for it (make a subject access request) using the contact details above.
- We are trained in the use and handling of personal information, and we keep all personal information safe, secure and up to date at all times.
- We will tell you how we use your data and give you an opportunity to control what we do with it. You can do this at any time, as often as you like. We will always respect your decision.
- We use personal information for the following reasons:
 - *Carry out our obligations arising from any contracts entered into between you and us*
 - *Notify you about changes to our service*
 - *Send newsletters from time to time*
 - *Ensure that content from our site is presented in the most effective manner*
 - *To advise people about our services and invite them to take advantage of what we offer*
 - *To administer our business and support those who work with us*
 - *To comply with legal or regulatory requirements*

Mother Goose Estate Agency Ltd

144 London Road, Southborough, Tunbridge Wells, Kent TN4 0PJ

Tel: 01892 521611 Email: properties@mothergooseestates.co.uk Web: www.mothergooseestates.co.uk

Registered in England, Company number 7464322 VAT registration number: 105 6774 14



ESTATE AGENCY

- The kind of information we hold includes:
 - *Name and contact details*
 - *Proof of identity*
 - *Financial details*
- We do not share the information we hold about people with anyone else. For example, we do not buy or sell mailing lists. However, we would disclose information on request to the Police or any other statutory authority or regulator who has a reasonable need for these data to effectively conduct their business e.g. criminal investigations.
- We will only keep information about you during the term of our contract and following termination, for 7 years.
- If you are not happy with how we manage your personal data, you can make a complaint to the Information Commissioner at www.ico.org.uk/concerns or by phone on 0303 123 1113

Mother Goose Estate Agency Ltd

144 London Road, Southborough, Tunbridge Wells, Kent TN4 0PJ

Tel: 01892 521611 Email: properties@mothergooseestates.co.uk Web: www.mothergooseestates.co.uk

Registered in England, Company number 7464322 VAT registration number: 105 6774 14