

## Full privacy notice-contractors

### Type of personal data processed and purpose

DJM Estates will process details of your company, including your personal details if you are a sole trader or small partnership, in order to fulfil a contract for you to provide a service. This service could be directly to DJM Estates or to a customer (landlord, tenant, vendor or buyer) for whom DJM Estates acts as agent. Your personal information may include your name, address, email address and telephone number, as well as bank details.

### Legal basis and retention

The legal basis for processing your details is to fulfil a contract.

We will retain your personal information for current year plus six for financial purposes.

### Information sharing

Your information will be routinely shared with:

Organisation	Reason	Legal basis
Customer	To facilitate contract, including service delivery and payment	Contract
Castleview Accountancy	Comply with financial and taxation laws	Legal requirement
Insurance companies	To advise on matter such as gas contractors	Contract

As an agent, DJM Estates may receive ad hoc enquiries, such as from local authority housing sections and police, but will not share your information with third parties without your consent, unless DJM Estates is required to do so by law.

### Your rights

Under data protection law, you have the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

For more information on these rights, please contact DJM Estates at [info@djmestates.co.uk](mailto:info@djmestates.co.uk) or by telephone on 01443 879727.

### Concerns and complaints

If you have any concerns about the way that DJM Estates processes your personal information, please contact us. You can also raise any concerns with the Information Commissioner - details at [www.ico.org.uk](http://www.ico.org.uk).

### Postal address

DJM Estates, 32 High Street, Fleur-de-Lys, NP12 3UE