



Aspire Residential – Privacy Policy

Aspire Residential is committed to ensuring the protection of all personal data. All data that we collect is held and processed in accordance with the relevant legislation and general data protection principles. We ensure that anyone accessing or managing your data within our organisation has sufficient training in data protection.

This privacy policy explains how we collect, use, disclose and safeguard your information. We reserve the right to make changes to the policy at any time and for any reason. You are advised to periodically review this policy to stay informed of updates.

By providing us with your data, you are consenting that we can hold and process that data for the purposes of delivering our services and to fulfil any legal or regulatory obligations that we have. By agreeing to use our services, you acknowledge that you are in acceptance of this privacy policy.

We collect data such as names, addresses, telephone numbers, bank details and any other information required from you to deliver our services. To comply with money laundering regulations, we may be obliged to view your identity documents.

We do not collect any sensitive personal information, such as ethnicity, religion, politics, trade union membership, physical or mental health or condition, sexual life or any criminal record.

We will never sell your data.

You have the following rights in regard to the data we hold about you;

- ✓ *Right to be informed* – you have the right to be informed about how we collect and use your personal data.
- ✓ *Right of access* - you have the right to access your personal data and supplementary information.
- ✓ *Right to rectification* – you have the right to have inaccurate personal data rectified.
- ✓ *Right to restrict processing* - You have the right to request we cease processing your data, if you consider it to be inaccurate or incomplete.
- ✓ *Right to object* – You have the right to object to our processing of your data in certain circumstances. You have an absolute right to ensure your data is not used for direct marketing.
- ✓ *Right to erasure* - You can request we delete or remove personal data where there is no compelling reason for us to continue processing or storing it.

To deliver our services, we may be required to share your data with other companies such as solicitors, surveyors, mortgage brokers and other departments within Aspire Residential. We only share data with other companies where we are satisfied that they also comply with relevant privacy legislation.

If at any time, you would like to further understand how we hold and process your data, then please contact us.

Aspire Residential is registered with the ICO (Information commission office).