



## Office Visitor Privacy Notice

Belvoir Elder & Twells is committed to protecting and processing your personal data in accordance with the General Data Protection Regulations and the Data Protection Act 2018 (the legislation). For the purpose of the legislation and your personal data, Kipod Ltd is the Data Controller, Mr Yusuf Majid is the person responsible for data protection and can be contacted at

Address: 15 Market Street Heanor, Derbyshire, DE75 7NR

Email: [derbywest@belvoir.co.uk](mailto:derbywest@belvoir.co.uk)

Phone: 01773 535353

The General Data Protection Regulations are to safeguard your personally identifiable information or personal data. This privacy notice will be regularly reviewed and updated.

## Information held

The personal data we process may include the information in column A of the attached appendix.

To ensure that we provide you with the best service possible we will need to collect and retain certain personal data. The data may be collected and processed by those listed in columns B and F. How we source the data is identified in column C.

## Lawful basis of processing

Your personal data will be used for the activities in column D. There are six lawful basis for processing your data. For each usage of the data the lawful basis of the processing of your data will be identified in column E. A legitimate interest is when we have a business or commercial reason to process your personal data which needs to be balanced with your interests i.e. what is right and best for you.

Where we state that we have a legitimate interest, the fact that we have a legitimate interest and what that legitimate interest is, will be stated in column E, e.g. contract tracing if there is a coronavirus outbreak.

## Online identifiers, IP addresses and cookie identifiers

When you visit our website we may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns.

We may obtain information by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site. You can find more information about cookies at [www.allaboutcookies.org](http://www.allaboutcookies.org)

This policy only applies to our site. If you leave our site via a link or otherwise, you will be subject to the privacy policy of that website provider. We have no control over that privacy policy or the terms of the website and you should check their privacy policy before continuing to access the site.

## Recipients of personal data

It will be necessary for us to process or share all or some of your personal data with a range of individuals, businesses and organisations and these may include those listed in column F.

Belvoir Derby West is a Franchise owned and operated under license by Kipod Ltd trading as Belvoir Derby West, registered in England & Wales. Registration Number: 07842554. Registered Office: 15 Market Street, Heanor, Derbyshire DE75 7NR.

Kipod Ltd is a Franchisee of Belvoir Property Management (UK) Ltd and not a subsidiary or sister company.

Kipod Ltd trading as Belvoir Derby West is an Introducer Appointed Representative of Advent Solutions Management Limited who are authorised and regulated by the Financial Conduct Authority: Firm Reference Number 308751, VAT number: 126451430.

**Belvoir Elder and Twells**

15 Market Street, Heanor, Derbyshire, DE75 7NR

[belvoir.co.uk/derby-west](http://belvoir.co.uk/derby-west)

T: 01773 535353





#### **Where is the data stored?**

Your personal data is stored in the way described in column G and the data is always stored within the European Union or outside of the European Union but with an organisation operating under the General Data Protection Regulations.

#### **Retention period and criteria used to determine the retention period**

We will retain some elements of your personal data for up to the time defined in column H after your visit.

#### **Your rights**

You have a right of access to check your personal data to verify the lawful basis of processing. We are obliged to respond to an access request within 30 days and may not charge a fee unless the request is unfounded, excessive or repetitive. If a fee is charged it is to be a reasonable fee based upon the administrative cost of providing the information.

You have a right to rectification if the data we hold is either inaccurate or incomplete. If your data has been disclosed to third parties then we must inform them of the rectification, where possible.

You have some rights to ask us to restrict processing i.e. to block or suppress processing where, for example, the data may be incorrect and whilst the accuracy is verified. We are permitted to store the data.

#### **Your right to object**

You do have a right to object to further processing of your personal data. We may be required to stop processing unless there is some other legitimate basis of processing such as a legitimate interest or a requirement for the exercise or defence of a legal claim.

#### **How to lodge a complaint with the supervisory authority**

The supervisory authority responsible for data protection is the Information Commissioner's Office (ICO) to whom concerns may be reported by phone on **0303 123 1113** or +44 1625 545 745 if calling from outside the UK, by email using the form on the website [ico.org.uk](http://ico.org.uk) or the livechat function.