



## Privacy Policy

Priory Estates (Registered office: Town Hall House, 4 Balkerne Hill, Colchester, Essex, CO3 3AD, Registered in England: 5072480) is committed to protecting personal information, being transparent about what data is held and providing control over how it is used.

The purpose of this privacy policy is to give a clear explanation about how Priory Estates use information collected from our website [www.prioryestates.co.uk](http://www.prioryestates.co.uk) and through the internet

This policy confirms the information we hold, how it will be used and how it can be accessed, updated and when personal information can be deleted. All those accessing and using our services agree, or have agreed to, be bound by these terms and consent to Priory Estates holding, processing and transferring any personal information provided to Priory Estates as set out in this Privacy Policy.

Protecting personal information is paramount. Explicit consent is required to enable the passing of personal information to Priory Estates. Consent to share data can be handled in two ways, when enquiring about a property and/or completing an application form. Our procedures will be explained in full as and when you give Priory Estates your personal information. If we do not receive signed consent we will not be able to provide you with our services.

The main reasons for collecting different types of information about our users are as follows:

- Affordability
- Confirmation of Employment
- Suitability for a property
- Obtaining credit checks through Experian
- Forwarding personal information to landlords for their confirmation that they are happy to proceed in issuing a tenancy on a property

In collecting and using personal information, we will make it clear about what our processes are and make sure the way we are using any data is fully understood.

In addition, Priory Estates will not sell any personal data held.

All personal information will be deleted securely and swiftly upon request.

We will have in place appropriate security measures to protect information from unauthorised access and will only work with third parties necessary to the completion of any services requested from us.

We will only use your data or share it with our trusted third-party suppliers when necessary to provide applicants with our services and analytics as per our Terms & Conditions. If we do not receive signed consent we will not be able to provide the applicant with any of our services.

Before personal information is disclosed to Priory Estates, that person's consent to both the disclosure and the processing of their personal information in accordance with the terms of this privacy policy must be obtained.

**88 Connaught Avenue  
Frinton on Sea  
Essex CO13 9PT  
Tel: 01255 677688**

**[www.prioryestates.co.uk](http://www.prioryestates.co.uk)**

**147 High Street  
Harwich  
Essex CO12 3AX  
Tel: 01255 506655**

Priory Estates commits to keeping personal information confidential and safe:

- Other than is required by law or as set out in the privacy policy, Priory Estates will not disclose, rent or sell personal information to any third party that is not required to fulfil the services requested without permission
- Employees, contractors and agents of Priory Estates may be given access to any personal information which Priory Estates collect but their use shall be limited to performance of their duties in relation to the services provided by Priory Estates. Priory Estates will take reasonable precautions to keep that information confidential and are not permitted to use it for any purpose other than that to the services and products offered by Priory Estates.
- Once we have received your information, strict procedures and security features to try to prevent unauthorised access will be used.

Priory Estates will keep your information only for as long as it is relevant and useful for the purpose for which it was originally collected. Priory Estates will remove any personal information upon request.

It is recommended if further legal advice is requested, visiting the Information Commissioner's Office website (<http://www.ico.gov.uk>). The ICO regulates data protection and e-privacy in the UK and provides lots of useful guidance on their website.

There are various laws and regulations which apply to data protection and data privacy including the Data Protection Act 1998 and the Privacy and Electronic Communications (EC Directive) Regulations 2003 and 2011 (as may be updated or amended from time to time).

Priory Estates make sure we comply with these data protection and e-privacy laws; all information about the relevant legislation, and the rights of the data subject can be found on the ICO's website – [www.ico.gov.uk](http://www.ico.gov.uk).

Our privacy policy may change, update or be altered from time to time. Any changes to our privacy policy in the future will be posted on this page which should be checked occasionally by all users.

Any questions or concerns about privacy issues should be sent to [jason@prioryestates.co.uk](mailto:jason@prioryestates.co.uk) or alternatively send your enquiry to: Priory Estates, 88 Connaught Avenue, Frinton on Sea, Essex, CO13 9PT.

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