

Barley Mow Centre • 10 Barley Mow Passage • London W4 4PH • info@letsinventory.co.uk • 020 8740 5363 • 07976 909215 • www.letsinventory.co.uk

# PRIVACY POLICY

#### Who are we?

We are Lets Inventory, an independent professional inventory company established in 1997, contact details as outlined above. We understand and respect your concerns regarding security and the privacy of any information you supply while visiting our website and subsequently booking Inventory inspections.

#### Personal Information

Lets Inventory adhere to strict accounts security and privacy practices including personal information, payment information, cookies and emails.

Lets Inventory only process personal data on documented instructions from either Landlords, Agents and/or Tenants on properties we have been asked to inspect. We ensure that persons authorised to process the Personal Data are contractually bound or under the appropriate statutory obligation of confidentiality.

Lets Inventory do not transfer any Personal Data outside the United Kingdom (UK) or the European Economic Area (EEA); all our servers are securely based in the UK and EEA. However, should we be instructed to inspect properties in the UK by Landlords based outside the UK or EEA or alternatively ever use companies to process information which are based overseas and outside Europe, we shall ensure that they have checks and controls in place to keep your information safe and protected as outlined in this Policy.

Lets Inventory will not sell or rent your information to third parties.

Lets Inventory will not share your information with third parties for marketing purposes.

## Data Controller and Data Processor

Lets Inventory have a Data Controller and Data Protection Officer and this is currently Ms G. Evans (please see 'Meet the Team'). She will ensure the on-going confidentiality, integrity, availability and resilience of our processing systems and services.

## Security

Lets Inventory take the security of your information very seriously and have controls and processes in place to minimise the risk of a data breach occurring. In the event that a breach does occur, we will take appropriate steps to notify you if you are, or could be, affected and will make all efforts to minimise the impact.

## Notice of Collection of Data

By visiting the Lets Inventory website, you accept the practices described in this Privacy Policy and for any other purpose reasonably necessary for the provision or proper administration of the Website. If you do not accept the practices set out in this Privacy Policy, you should not use this Website.

## **Contact Details**

We welcome your views about our Website and our Privacy Policy. If you have any queries, comments or concerns about how we handle your personal information, or if any of the information that you have provided to Lets Inventory changes, please contact us.

#### **Review of this Policy**

Lets Inventory keep this Policy under regular review. This Policy was last updated in May 2018.



LETS INVENTORY

Privacy Policy, May 2018