

NOTICE RELATING TO GENERAL DATA PROTECTION REGULATION

EFFECTIVE FROM 25 MAY 2018 – applicable to Employees

Dynamic Estate Limited is a Limited Company registered at Companies House under company number 06739030. The company's registered office is at 219 Baker Street, London, NW1 6XE ('the Company').

Dynamic Estates Limited is an Asset Management Company whose role is the day-to-day administration and management of the residential property situated at 219 Baker Street. Further information about our business is set out below.

At Dynamic Estate Limited we are committed to ensuring that we protect the confidential data of our tenants, employees and contractors. We will take all necessary steps to ensure that your data is used and processed only in accordance with this policy and as authorised by you from time to time.

This policy together with the terms and conditions of use posted on our business website www.parkviewresidence.co.uk, record the manner in which Dynamic Estate Limited obtains, collects, uses and stores personal or confidential data about you and your rights in relation to that data.

This policy complies with the General Data Protection Regulation ("GDPR") in force from 25 May 2018.

Pursuant to the GDPR, we are required to inform you who the data controller is and in certain instances to elect a Data Protection Officer. The Data Controller is Dynamic Estate Limited Limited.

Dynamic Estate Limited has elected to nominate a Data Protection Officer and that is the [Mr Jahan Ahmed who is the Building Manager at Dynamic Estate Limited]. You can contact the Data Protection officer by email at [jahan@parkviewresidence.co.uk] or by telephone [02074866200].

What does Dynamic Estate Limited do?

Dynamic Estate Limited collates data from a wide range of sources in order to operate its business functions. In particular, Dynamic Estate Limited accesses, utilises and retains data which relates to:-

1. Renting of the properties at 219 Baker Street.
2. Management and maintenance of 219 Baker Street
3. The provision of utilities to the building and leasehold properties
4. Contact information for emergency purposes, call out or information/advice
5. Bank account details for transfer of funds
6. Right to work checks
7. Security checks
8. Bank account payment details to make payments of salary and benefits

9. Cross referencing of purchasing and sales ledger accounts
10. To comply with the money laundering regulations
11. To assess or ensure that necessary certificates have been obtained
12. For the building insurance purposes
13. For the purposes of professional indemnity and professional liability
14. For checking your attendance at worktimes (check in and check out times with the use of a fob, cameras or log in sheet)
15. To verify your whereabouts during working hours and for security purposes
16. Right to work checks
17. For any other matter that may be necessary to the running of the business.

What information do we hold about you?

We hold information about you to enable us to fulfil our obligations to you and to meet the legitimate needs of our business. This includes information provided by you and information we may obtain from third party publicly accessible platforms.

We may hold the following categories of information about you:-

1. Personal information you input, or you provide to us with including your date of birth, contact details, nationality, and regulatory history, VISA and/or other immigration status details.
2. Personal Information you provide to us including but not limited to your employment history, education history, references and such other information as necessary when applying for a job or prior to carrying out a job.
3. Personal data such as your name, address, phone number and email address to contact you for the purposes of carrying out your daily task, emergency, call out, advice or any other matter that may be deemed to be necessary.
4. Details of your current employment, position, your billing, your current salary/ charges during your work or referencing process.
5. Information given during the currency of communications with you both in writing and orally.

Third Party Data

Third party data is information which Dynamic Estate Limited may have collected about you from open sources which include but are not limited to:-

1. Facebook
2. Instagram
3. Twitter
4. LinkedIn
5. Estates Agency enquiry or referral
6. Industry Specific Websites
7. Other candidates
8. The public domain

9. Corporate Websites.

Use of Personal Data

Dynamic Estate Limited respects the confidentiality of all our tenants, employees and contractors data and will only use confidential data in accordance with the relevant laws in place from time to time regulating the use of such data.

As part of our commitment to maintaining the confidentiality of your data and ensuring that it is only processed lawfully, we will also take all practical steps to ensure that we maintain high standards of data security in relation to the storage and transfer of any data being held by us in order to prevent its accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data.

We will use your data subject the following rights under the Regulations:-

1. Your consent to send you marketing emails or text messages with regards to what we have coming available, outstanding rent, notification about your flat (such as access required, emergency access or maintenance needs of the flat) ;
2. In order to perform pursuant to a contract or agreement we have in place with you;
3. Where we have other legitimate interests and the processing of your data is necessary.

Dynamic Estate Limited will use your data in the following ways:-

1. To verify your identity.
2. To check the accuracy of the information you have given to Dynamic Estate Limited.
3. To comply with our contractual obligations to you as an employee and to enable us to manage our contractual relationship with you as an employer.
4. To make payment of your salary, benefits and pension contributions.
5. To enable the Company to make PAYE contributions and fulfil any other requirements imposed on the company by HMRC in respect of its employees.
6. To ensure that we comply with any applicable laws.
7. To ensure that you / the Company have the necessary insurances, certificates to carry out your tasks in a competent and lawful way and be covered by necessary insurance policies.
8. To ensure that the Company can fulfil its necessary obligations.

Dynamic Estate Limited will only process your data in accordance with its legitimate business interests or those of any of its group companies. Its legitimate business interests are those of a legal requirement, security reasons, insurance purposes, accounts purposes and for the essential running of the business.

In some circumstances, we will ask you to expressly and explicitly consent to the use of your data where such use may not fall within the scope of this policy. You have the right to refuse to give consent to such processing and may also request that such processing ceases at any time after consent has been given.

Disclosure of Personal Data

Dynamic Estate Limited may disclose your personal data in accordance with its contractual obligations, duties or in performance of its role as managing and administering 219 Baker Street, property maintenance and dealing with the requirements of the tenants. Disclosure of personal data may include to:-

1. Group Companies Associated Companies or Affiliate Companies of Dynamic Estate Limited.
2. Our professional advisers as required.
3. Courts, Government Agencies, Law Enforcement Agencies and Tax Authorities where we are legally obliged to do so.
4. Building insurance requirements and for building maintenance records.

Transfer of Data outside of the EEA

Dynamic Estate Limited may transfer your personal data to third parties (including any group companies) located outside of the EEA. If your personal data is transferred to any third party not located within the EEA, Dynamic Estate Limited will take all reasonable steps as necessary to ensure that adequate protective measures are in place to protect the data to the equivalent standard as if it was in the EEA.

Retaining your Data

It is the Company's policy not to retain your data for more than **6 years** from the date in which we have last had contact with you, unless there is a legal or contractual obligation on us to do so.

This data retention policy does not affect any of your rights below. After 6 years the data will automatically be deleted. If you would like to have access to this information, please do contact Dynamic Estate Limited before this time to do so.

Your Rights

Pursuant to the GDPR, you are entitled at any time to:

1. Request that the personal data Dynamic Estate Limited holds about you is rectified (where there is an error) or deleted/erased. A request to erase or delete data will be complied with only in so far as that request does not conflict with a legal or regulatory obligation imposed on us to retain that data

2. Request that Dynamic Estate Limited restricts the processing of your data or object to the processing of your data for a particular purpose.
3. Withdraw your consent to the processing of any of your data by making such a request to [jahan@parkviewresidence.co.uk]
4. Request copies of the personal data Dynamic Estate Limited holds for you and/or access to it.
5. Ask how the personal data Dynamic Estate Limited hold about you is being used.
6. Request that your personal data be transferred to an alternative data handler where it is practicable for Dynamic Estate Limited to do so.

Should you wish to exercise any of the above rights, you should do so by making a request in writing to the Data Controller set out above. We will retain on record a copy of that request.

In relation to any request by you with regards to your rights to restrict, object, rectify or erase your personal data we will communicate that request to any third-party recipient of the data unless that proves impossible or involves disproportionate effort.

You also have a right to complain about any matter relating to Dynamic Estate Limited's storage of, access to or use of your confidential data. Complaints should be made to the **Information Commissioner's Office**.

All of your rights under the General Data Protection Regulations can be found here <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>