**Nichols Relocation & Property Finding Privacy Policy**

At Nichols Relocation & Property Finding, (NRPF) we are committed to protecting and respecting your privacy. This privacy policy sets out how NRPF uses, protects and processes any information that we collect from you or that you provide to us.

**The type of personal information we collect**

Personal data, or personal information, means any information about an individual from which that person can be identified. You can find out more about personal data from the Information Commissioners Office, which Nichols Relocation & Property Finding (NRPF) is registered with.

We currently collect and process the following information, not limited to:

* Identity Data, which includes first name, last number, gender, marital status, family information and date of birth
* Contact Data, which includes email address, phone number, address, linkedin.
* Your preferences, e.g. preferred area of relocation, areas of interest.

**How we get the personal information and why we have it**

The sharing of the Personal Data with its network of third-party suppliers of relocated/home finding-related services is necessary for the purpose of providing relocation/ home finding support for our customers.

We use the information that you have given us in order to:

* To register you as a new customer or supplier, and to set up our contract with you.
* To provide a third party with your contact details for viewings.
* To put offers forward, on your behalf, for properties.
* To provide a third party with your contract information needed for drawing up contracts.

We may share this information with estate agents, property management companies and/or landlords/owners.

**NRPF will use Personal Data only in ways that are compatible with the purposes for which it was collected or subsequently authorised by the individual. NRPF will take reasonable steps to ensure that Personal Data is reliable, complete, accurate and current.**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

**The information that we store about you is stored on our computer system. Unfortunately, the transmission of information over the information is not completed secure. We will do our best to protect your personal information but cannot guarantee the security of your information transmitted Your information is securely stored by appropriate technical and organisational measures. We keep the information for the time period of your services and then will destroy, dispose of it or transfer to an archive.**

**Your data protection rights**

Under data protection law, you have rights including:

* Your right of access - You have the right to ask us for copies of your personal information.
* Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
* Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
* Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
* Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.
* Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

**Please note that we offer individuals the opportunity to opt out of disclosing their Personal Data to a third party or to consent to use the information for a purpose other than which it was originally collected or subsequently authorised.**

Please contact us, using contact details below, if you wish to make a request.

**Contact Us**

If you have any questions or comments about this Notice or wish to exercise your privacy rights, please do not hesitate to contact us at:

Name: Olivia Nichols

Phone Number: 07966502158

E-mail: ollynichols@yahoo.co.uk

<https://www.nicholspropertyfinding.com/>

Please note if NRPF is undertaking work as an independent representative of another Destination Service Provider then NRPF will be working within their privacy policy parameters.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at the address above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>