

## **General Data Protection Regulation (GDPR)**

For the purpose of the Data Protection Act 1998 and General Data Protection Regulation EU 2016/679, the data controller is Homekey Sales and Lettings, a company registered in England under the company number 13887774, whose registered address is 2 Cochran Close Crownhill Milton Keynes, MK8 0AJ

We collect, use and are responsible for certain personal information about you. When we do so we are subject to the General Data Protection Regulation (GDPR), which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

### **How will information be used?**

We will use personal information to verify your identity, perform anti-money laundering and other regulatory functions as well as fulfilling your instructions.

### **Our legal basis for processing your data?**

We will either rely on your consent or some other lawful basis such as legitimate interest pursuant to Article 6.1 f) of GDPR.

### **Who receives your information?**

We will only use your information to carry out your instructions which may involve transferring it to others such as counsel, expert witnesses or other third parties authorised by you.

### **Where your information is stored and how it is kept secure?**

On our computer system and secure cloud storage.

### **How long your information will be held?**

5-6 years