

Certificate of Registration

This is to certify that:

Reach Out Property Ltd

is registered with the Information Commissioner's Office under
registration reference:

ZA243735

Registration Start date:

29 March 2017

Registration Expiry date:

28 March 2018



Register of data controllers

Entry details

Organisation name : Reach Out Property Ltd

Registration reference : ZA243735

Date registered : 29 March 2017

Registration expires : 28 March 2018

Organisation Address

Brier Wood
School Lane
Frenchay
Bristol
BS16 1EZ

Companies House registration number: 10446375

Trading names

Reach Out Property Ltd

Customer enquiry contact details

Mike Bull
Brier Wood
School Lane
Frenchay
Bristol
BS16 1EZ
Email address: mike@reachoutproperty.com

Nature of work description

Nature of work - Property Management

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have

received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us as to carry out property management services; promote and advertise our services; maintain our own accounts and records; and support and manage our employees.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- employment and educations details
- goods and services
- financial details
- all information contained in references

We also process sensitive classes of information that may include:

- racial or ethnic origin
- religious or other beliefs
- trade union membership
- physical or mental health details

Who the information is processed about

We process personal information about:

- customers
- tenants
- professional advisers and consultants
- complainants, enquirers
- suppliers
- landlords
- employees

Who the information may be shared with

We sometimes need to share the personal information we process with the

individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- business associates
- suppliers of goods or services
- financial organisations
- credit reference agencies
- debt collection and tracing agencies
- local and central government
- police forces
- security organisations
- current, past and prospective employers
- employment and recruitment agencies
- educators and examining bodies
- other companies in the same group

Trading and sharing personal information

Personal information is traded and shared as a primary business function. For this reason the information processed may include name, contact details, family details, financial details, employment details, and goods and services. This information may be about customers and clients. The information may be traded or shared with business associates and professional advisers, agents, service providers, customers and clients, and traders in personal data.

Providing financial services and advice

Personal information is also processed in order to provide financial services and advice. For this reason the information processed may include name, contact details, family details, lifestyle and social circumstances, financial details, goods and services and sensitive classes of information that may include physical or mental health details. This information may be about clients, family and associates of clients, suppliers and enquirers. Where necessary or required this information is shared with the data subjects themselves, professional advisers and consultants, services providers, credit reference agencies.

Undertaking research

Personal information is also processed in order to undertake research. For this reason the information processed may include name, contact details, family details, lifestyle and social circumstances, financial details, good and services. The sensitive

types of information may include physical or mental health details, racial or ethnic origin and religious or other beliefs. This information is about survey respondents. Where necessary or required this information may be shared with customers and clients, agents, service providers, survey and research organisations.

Consulting and advisory services

Information is processed for consultancy and advisory services that are offered. For this reason the information processed may include name, contact details, family details, financial details, and the goods and services provided. This information may be about customers and clients. Where necessary this information is shared with the data subject themselves, business associates and other professional advisers, current, past or prospective employers and service providers.

CCTV for crime prevention

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

End of Report