



ocean
lettings & management

Privacy Notice – Contractors Terms of Engagement



Ocean Letting and Management Limited Registered in England number 5165071
Registered office: 187 Whiteladies Road, Clifton, Bristol, BS8 2RY

General Data Protection Regulations

The Contractor agrees that any personal data provided to them by the Agent, such as tenant or landlord details are safely stored and not passed onto any third party without the explicit consent of the individual to whom that data belongs and where that personal data is no longer required, that such personal data is disposed of securely. The Contractor further agrees, that they will fully cooperate with the Agent in the event a Subject Data Access Request is received, and to compensate the Agent for any liability incurred through a failure of the Contractor to adhere with the General Data Protection Regulations.

Privacy Notice

Data Controller

Ocean Property Services Group Ltd.
187-189 Whiteladies Road
Clifton
Bristol BS8 2RY

Mail: privacy@oceanhome.co.uk

ICO Registration Number: Z8684735

Your Personal Data

We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data will be shared with third parties to include but not limited to the tenants, landlords and property management software systems to ensure the efficient management of the works requested. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected with the works requested without your explicit consent.

Right to Deletion

You have the right to request that all your personal data we hold is deleted. Such a request can be sent to the above address or email, where we will confirm deletion or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

Right to Rectification

You have the right to request that we amend any personal data we hold for you if you believe it is incorrect. Such a request can be sent to the above address or email, where we will confirm rectification or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

Subject Data Access Request

You have the right to request at any time, confirmation of the actual personal data we hold for you, and how this has been processed. Such a request can be sent to the above address or email which will be actioned within 7 working days of receipt.

Complaint

In the first instance, if you have any complaint about how we hold or process your personal data, then please contact us at the above address or email. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Office (ICO) at the following website <https://ico.org.uk/> quoting our ICO registration number which can be found above.