

The Howard Jenkins Consultancy

14 Archery Lane, Winchester, Hampshire, SO23 8GG

Chartered Building Surveyors

GDPR Policy – May 2018

Privacy Notice

In HJC's letters of confirmation of instruction, the privacy notice is stated and it is further stated that this is protected as the data processed is required purely to allow HJC to progress its instructions as follows:

HJC will state:

1. The data that we are collecting.
2. Why we are collecting it.
3. What we will do with the data collected.
4. Whether the data will leave HJC for processing or not or whether it will be used for any marketing purposes.
5. Who will have access to the data collected.
6. How the data collected and used will be deleted.

The responses to the foregoing, unless different due to specific circumstances, will be as follows:

1. The data that we collect will be solely for the use of progressing our instructions.
2. The data that we collect will be solely for the use of progressing our instructions.
3. The data that we collect will be solely for the use of progressing our instructions.
4. The data that we collect will not leave HJC for processing and will not be used for any marketing purposes.
5. The DPO (Howard Jenkins) and the principal of HJC, will have access to the data collected for progressing instructions. Where a consultant assistant (a Chartered Surveyor) is used (by HJC/Howard Jenkins) he will be given access to the data as necessary and this will be solely for the use of progressing HJC's instructions. HJC has an agreement with its external consultant assistant that HJC's GDPR policy will be complied with at all times in connection with all instructions.
6. The data collected and used will be deleted if an instruction is not given. The data will be deleted immediately. Otherwise, when an instruction is progressed and reaches its conclusion, whatever that is, including termination by the client his/her/its lawyer, the file will be closed and will be held in store for six years after which it will be destroyed.

Details of all HJC's instructions are retained on our encrypted data base after files are shredded but this will be limited to the name and address of the client, the property details and a basic description of the instruction. This enables HJC to research an instruction as necessary, check for possible conflicts of interest in the future (with existing instructions and new instructions) and also to keep a record for Professional Indemnity Insurance purposes.

Copyright the Howard Jenkins Consultancy May 2018

End of Privacy Notice, page 1 of 1.