

Privacy Policy Statement

About us:

This Privacy Policy describes Samanthajane Limited GDPR policies and procedures on the collection, use and disclosure of personal information when you use any of our advertised services. It tells you about your privacy rights and how the law protects you.

Samanthajane Limited may use your personal data to provide and improve the applicable services we offer. Hence, by using the service/s, you agree to the collection and use of such information in accordance with this privacy policy.

And for the purposes of the UK data protection law, the data controller is Samanthajane Limited with registered address at Suite 7 Meridian House, 62 Station Road, North Chingford, London, England, E4 7BA.

Samanthajane Limited is a registered member of Information Commissioner's Office. The appointed data officer is C. Duru and can be contacted by emailing info@samanthajaneltd.co.uk

Interpretation and Definitions

Interpretation:

The words of which the initial letter is capitalized have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

Definitions:

For the purposes of this Privacy Policy:

1. "**Company**" (referred to as either "the Company", "We", "Us" or "Our" in this Agreement) refers to Samanthajane Limited.
2. "**Data Controller**", for the purposes of the GDPR (General Data Protection Regulation), refers to the Company as the legal person which alone or jointly with others determine the purposes and means of the processing of personal data.
3. "**Device**" means any device that can access the services we may offer such as a computer, a mobile phone or digital tablet.
4. "**Personal Data**" is any information that relates to an identified or identifiable individual.

For the purposes of GDPR, personal data refers to any information which relates to you such as your name, your identification number, location data, on-line code identifier, national personal passport. Or any document which upon its reliability is able to identify you as a person.

- a) "**Service**" refers to the property services offered or the use of our website.
- b) "**Service Provider**" means any authorized legal entity, computer or person who processes the data on behalf of the company. This may refer to third-party companies or individuals employed by the company to facilitate such services. Or provide such services on behalf of Samanthajane Limited which relate to data

analysis. For the purpose of the GDPR, third party service providers are considered data processors.

- c) "**Usage Data**" refers to data collected automatically, either generated by the use of the service or from the service infrastructure itself (for example, the duration of a page visit, submission of on-line or paper questionnaire).
- d) "**You**" means the individual who has reason to access or use the service being provided.
Under GDPR (General Data Protection Regulation), you may and can be referred to as the data subject or as user for the services being accessed.

Collecting and Using Your Personal Data

Types of Data Collected

Personal Data

While using our services, we insist that you to provide us with certain personally information which may and can be used to contact or identify you.

Personal identifiable data source are from questionnaires we have given you and may include, but never limited to the following list below:

- Email address
- First name and last name
- Date of birth
- Country of birth
- Phone number
- Full residential address
- Nationality
- Financial Data
- Employment status and income
- Usage Data

Usage Data

Usage Data may be collected via property portals or website which transfers enquiry alert notices upon using the service.

Use of Your Personal Data

We may use personal data for the following purposes:

- a) **To provide and maintain our Service:** which may include monitoring the usage of the services we offer.
- **For the performance of a contract:** which may include using the data you have supplied for due diligence. Or meeting compliance matters required for the purpose of progressing any purchase of residential property or the performance upon a rental property contract by using the service.
- **To contact the user:** We may contact you by email, telephone, text, or other equivalent forms of electronic communication regarding the product or services you were interested.
- **To manage your requests:** To attend and manage your requests which may be pursuant to the services being offered to you by us.

- **For other purposes:** We may use the information provided for other purposes, which may include data analysis, identifying sources of income for prevention and or reporting of money laundering obligations as determined by the money laundering regulation 2017. And the right to rent act under UK immigration law.

We may share your personal information with third parties under the following circumstances:

1. **Landlords, tenants, vendors and purchasers.** We may share your personal information with current or prospective landlords, tenants, vendors and purchasers (and their respective advisors) only where appropriate in relation to any potential sale or rental services we may have conducted on their behalf.
2. **Our business partners, suppliers and subcontractors.** We may provide your personal information to our business partners, suppliers and subcontractors who are providing services to us in any residential property. Or on behalf of a landlord client upon instruction. Or where obligated to provide a service you have requested.
3. **With your consent:** We may disclose certain personal information for any other purpose, but only with your permission.
We may also share your personal information in order to obtain professional advice, or to comply with a legal obligation or request from law enforcement or other regulatory authority.

Retention of Your Personal Data

Samanthajane Limited may retain your personal data for only as long as necessary for the purposes set out in this privacy policy statement.

We may also retain and use your personal data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, or enforce our legal agreements and policies.

Transfer of Your Personal Data

Your information, including personal data, is processed at the Company's operating offices and in any other places where the parties involved in the processing are located.

This means that this information may be transferred and maintained on computers located outside of your place of residence within England and Wales.

In the unlikely event of such happening, Samanthajane Limited will take all reasonable steps necessary to ensure that your data is treated securely and in accordance with this privacy policy. No transfer of such data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal identifiable information.

Disclosure of Your Personal Data

Law enforcement

Under certain circumstances, Samanthajane Limited may be required to disclose your personal data if required to do so by law or in response to a valid request put forward by public authorities (e.g. a court or a government agency).

Other requirements:

Samanthajane Limited may also disclose your personal data, contact details in good faith where such action is necessary to:

1. Comply with a legal obligation

2. Protect and defend the rights or a property where you have been a tenant
3. Prevent or investigate possible wrongdoing in connection with the service
4. Protect the personal safety of users of the service or the public
5. Protect against legal liability
6. Report a fraudulent activity

Security of your personal data:

The information we hold about you is stored on Samanthajane Limited computer systems based in the UK or European Economic Area (EEA).

We will do our best to protect your personal information but cannot guarantee the security of any information transmitted via third party servers.

However, where we are in receipt of your personal data, we apply security procedures that prevent unauthorised access.

Detailed Information on the Processing of Your Personal Data:

The service providers we use for extended due diligence, (for example, referencing agencies, property advertising portals) may have access to personal data that you may have provided in the course of using such services.

These third-party vendors may collect, store, process and transfer information about you, under their own separate privacy policies.

GDPR Privacy Policy

Legal Basis for Processing Personal Data under GDPR

We may process personal data under the following conditions:

1. **Consent:** You have given us prior consent for processing your application which may contain your personal data for one or more specific purposes.
 - **Performance of a contract:** provision of personal data is necessary for the performance of an agreement with you. Or for any pre-contractual obligations thereof.
 - **Legal obligations:** processing personal data necessary for compliance with a legal obligation to which Samanthajane Limited is required to undertake.
 - **Vital interests:** processing personal data necessary to protect your vital interests or of another natural person.
 - **Public interests:** processing personal data which is related to a task that is carried out in the public interest. Or in exercise of an official obligation vested upon Samanthajane Limited herein known as the company.
 - **Legitimate interests:** processing personal data necessary for the purposes of the legitimate interests pursued by the company.

Your Rights under the GDPR

Samanthajane Limited, herein known as the company undertakes to respect the confidentiality of your personal data, under which you can exercise your lawful rights.

You have the right under this privacy policy and by law, if your current residential abode is within the jurisdiction of England and Wales to:

1. **Request access to Your Personal Data.** You have the right to request to see a copy of the personal data that we have on you.
2. **Request correction of the Personal Data that We hold about You.** You have the right to update any incomplete or inaccurate information you may have provided to us upon your application questionnaire we hold on file. You may do so by emailing info@samanthajaneltd.co.uk.

3. **Object to processing of Your Personal Data.** This right may exist where we are relying on a legitimate interest as the legal basis for processing and there is something about your particular situation in context, which makes you wish to object to our processing of your personal data. You also have the right to object where you submit to us evidence which may suggest we are processing your personal data for direct marketing purposes.
4. **Erasure of Your Personal Data.** You have the right to request that we erase, delete or remove your identifiable personal data from our system when there is no justifiable reason for us to continue to store them after six years.
5. **Request the transfer of Your Personal Data.** We will provide you, or to a third-party you have approved, your personal data in a structured, commonly used, machine-readable format. Please note that this right only applies to data which you initially may have provided consent for us to use or where we have used such information to perform a contract with you.
6. **Withdraw your consent.** You have the right to withdraw consent about using your personal data via the opt-out option box when you completed relevant questionnaire. If you withdraw consent, we may not be able to provide you with access to certain specifics of our services.

Please note that we may ask that you verify your identity before we can respond to such requests.

If you make a request, we will endeavour to respond to you as soon as is practical.

Complaints about the use of your personal data:

If in the unlikely event you have evidence to believe your personal data we hold on file has been handled incorrectly, please contact us in the first instance with such evidence by emailing info@samanthajaneltd.co.uk.

We'd have the matter investigated and resolved amicably promptly.

If however, you remain unsatisfied with our response, you may complain to the UK data protection regulator, the Information Commissioner's Office.

Further details can be found at www.ico.org.uk or 0303 123 1113.