

| GDPR 01.05.2018 | Personal Information usually Required for a property transaction | Why Mayhew's hold this information and for how long | Who we receive information from | Where we store your information | Who we share some or all of your information | Marketing communication | Ability to opt-out of all communication | Ability to have data removed from the system |
|--------------------------|--|---|---|---|---|---|---|--|
| Lettings Tenant | Name/ Address Financial info Contact numbers E-mail addresses IP address Address ID/ photo ID Signature Tenancy referencing Smoker Any pets Age of children Limited health data | To comply with Money Laundering regulations. Five years after the date of the final transaction. | The Client Money Laundering checks Solicitors Financial services Relocation Services Surveyors/ Architects Governing bodies regulating compliance Property portals | Paper files locked in cabinets in alarmed offices. Password protected computer system. | Software providers IT support providers Money Laundering checks Website/Digital agency Solicitors Financial Services Relocation Services Surveyors/ Architects Governing bodies regulating Compliance i.e. TDS Debt Collection Agency | Cross marketing properties Newsletters Promotions | Yes | Yes |
| Lettings Landlord | Name/ Address Financial Info Contact numbers E-mail Addresses IP address Address ID/photo ID Signature | To comply with Money Laundering regulations. Five years after the date of the final transaction | The Client Money Laundering checks Solicitors Financial services Relocation Services Surveyors/ Architects Governing bodies regulating compliance Property portals | Paper files locked in cabinets in alarmed offices. Password protected computer system. | Software providers IT support providers Money Laundering checks Website/Digital agency Solicitors Financial Services Relocation Services Surveyors/ Architects Governing bodies regulating compliance Debt Collection agency | Cross marketing properties Newsletters Promotions | Yes | Yes |