

Legal Bricks Group of Companies

Data protection privacy notice

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

Who we are

Legal Bricks Searches Limited and Legal Bricks Property Services Limited collect, use and are responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European Union (including in the United Kingdom) and we are in some instances responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use

Information collected by us

In the course of providing anti-money laundering identity checks we collect the following personal information when you provide it to us:

- Name, address, email address and telephone number of the individual placing the order

By placing an order with us for anti-money laundering identity checks our client will provide us with details of an individual's name, address, date of birth, passport, drivers licence or NPAN reference. We then share that information with Credit Safe in order to obtain verification of the individual's identity. That verification information is then shared with the client requesting it.

In the course of providing conveyancing quote services we collect the following personal information when you provide it to us:

- Name, address, email address and telephone number of the individual placing the order

When inputting information into the conveyancing quote software our client will provide us with details of an individual's name, address, telephone number and email address, together with details of the property being bought or sold and the purchase/sale price. In relation to that third party information we act in the capacity of data processor. We do not share that information with anyone other than the client who input the information.

In the course of providing EPCs and Home Reports we collect the following personal information either when you or your legal adviser/estate agent provides it:

- Name, address, telephone Number and/or email address.

How we use your personal information

Depending on the services that we are being asked to provide we use your personal information in order to contact you to arrange an appointment to carry out the services, deliver reports, render invoices and collect payment. We may also contact you regarding similar services that we provide.

Who we share your personal information with

We routinely share your name, address, telephone number and/or email address with the legal adviser's/estate agents that have engaged us to provide services, surveyors, and our self-employed contractors who are engaged to carry out some of the services. This data sharing enables us to provide the services you have ordered directly to you. So far as we are aware none of those third party recipients are based outside the European Economic Area.

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party.

Whether information has to be provided by you, and if so why

The provision of your name, address, email address and telephone number is required from you to enable us to provide the services that you have ordered, render invoices and collect payment. We will inform you at the point of collecting information from you, whether you are required to provide the information to us.

How long your personal information will be kept

We will hold the information we collect about you for 6 years in accordance with the guidance from the Property Ombudsman and in line with the period we are required to retain this information by applicable UK tax law.

Reasons we can collect and use your personal information

We rely on the fact that processing is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract as the lawful basis on which we collect and use your personal data.

In addition we rely on the fact that the processing is necessary for our legitimate interests in respect of informing you as a business about other similar services we offer. You will always have the opportunity to opt out of/unsubscribe from such communications.

Transfer of your information out of the EEA

We will not transfer your personal information outside of the EEA without first notifying you and taking appropriate steps to ensure there are suitable and appropriate safeguards in place.

Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your personal information
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- email, call or write to us
- let us have enough information to identify you – your name and address,
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information to which your request relates

If you would like to unsubscribe from any *email newsletter* you can also click on the 'unsubscribe' button at the bottom of the *email newsletter*. It may take up to [2] days for this to take place.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

Changes to this privacy notice

This privacy notice was published on 25 May 2018.

We may change this privacy notice from time to time, when we do we will publish the changes on our website www.legalbricks.co.uk.

How to contact us

Please contact us, if you have any questions about this privacy notice or the information we hold about you.

If you wish to contact us, please send an email to info@legalbricks.co.uk, write to 2 Dudley Court North, The Waterfront, Dudley, West Midlands, England, DY5 1XP or call 0845 257 9750