STEPHEN NOBLE PRIVACY NOTICE – VENDORS

If you are looking to sell a property, Stephen Noble Estate Agents will need to take your name, address, contact number and email address. This will allow us to contact you with updates on the status of your property. By law We will also require proof of identity (such as a passport or driving license) and proof of address (usually a utility bill). We will also need your consent to display your property and related images in various media ranging from newspapers/magazines to the websites to which we subscribe. You are not required to use all of these mediums and can opt out of using them should you wish. Your data is securely stored on our servers being maintained by our IT company and on paper within our offices.

Whilst we hold your personal data you as the client have various rights and can contact us should you wish to enact any of them. We will then endeavour to process these as fast as possible. These rights are as follows:

- Right to withdraw consent: As previously stated we will only process your information when we need to get in contact with you and we will use images of your property in advertising mediums. Should you wish to withdraw your consent for how we advertise your property or wish for us to no longer hold your data, please contact us and we will be happy to discuss this and take any action necessary.
- Right to Erasure: Further to the above statement, you may ask us to erase all information that we hold on you. This will be done as soon as possible upon your request.
- Right to access: You have the right to request confirmation of what information we hold on you and modify/update it as necessary should anything change. We will be happy to provide a copy of the information we hold.
- Right to Data Portability: If you wish, you have the right to transfer your data from us to another data controller. We will help by transferring the data directly or by giving you an electronic version.
- Right to lodge complaint: If you object to how your data is processed you have the right to lodge a complaint with the Information Commissioners Office. Their details can be found here.

If you have any questions regarding this, please feel free to talk to us using the contact details found here. Thank you for taking the time to read this.