

Privacy Policy for Parks Property Consultants Limited

KEY DETAILS

Policy prepared by: Anthony Christodoulou

Approved by management on: 29th April 2025

Policy became operational on: 29th April 2025

Next review date: 28th April 2026

ICO Registration Number: C1296059

INTRODUCTION

Parks Properties (Consultants) Limited needs to gather and use certain information about individuals.

These can include customers, suppliers, business contacts, employees, and other people the organisation has a relationship with or may need to contact for business purposes.

This policy describes how this personal data must be collected, handled and stored to meet the company's data protection standards – and to comply with the law.

WHY THIS POLICY EXISTS

This data protection policy ensures Parks Properties (Consultants) Limited:

- Complies with data protection law and follows good practice
- Protects the rights of staff, customers and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

DATA PROTECTION LAW

The Data Protection Act 2018 (incorporating the UK GDPR) describes how organisations – including Parks Properties – must collect, handle, and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, personal information must be:

- Processed fairly and lawfully
- Obtained only for specific lawful purposes
- Adequate, relevant and not excessive
- Accurate and kept up to date
- Not held longer than necessary
- Processed in accordance with the rights of data subjects
- Protected in appropriate ways
- Not transferred outside the European Economic Area (EEA) without adequate protection

PEOPLE, RISKS AND RESPONSIBILITIES

POLICY SCOPE

This policy applies to:

- The head office of Parks Properties (Consultants) Limited
- All branches
- All staff and volunteers
- All contractors, suppliers, and anyone else working on behalf of the company

It applies to all data that the company holds relating to identifiable individuals, including:

- Names
- Postal addresses
- Email addresses
- Telephone numbers
- Any other information relating to individuals

DATA PROTECTION RISKS

This policy helps protect the company from data security risks such as:

- Breaches of confidentiality
- Failing to offer choice
- Reputational damage

RESPONSIBILITIES

Everyone who works for or with Parks Properties (Consultants) Limited has a responsibility to ensure data is collected, stored, and handled appropriately.

Key responsibilities:

- **Directors:** Ultimately responsible for compliance with legal obligations.
- **Data Protection Officer (DPO):**
 - Keeps directors updated on data protection responsibilities
 - Reviews procedures and policies
 - Organises training
 - Handles data protection queries and subject access requests
 - Approves contracts with third parties involving data
- **IT Manager:**
 - Ensures security standards for systems
 - Performs security checks
 - Assesses third-party cloud services
- **Marketing Manager:**
 - Approves data protection notices in communications

- Handles queries from the media
- Ensures marketing complies with regulations

GENERAL STAFF GUIDELINES

- Only authorised personnel should access personal data.
- Data must not be shared informally.
- Strong passwords must be used and never shared.
- Personal data must not be disclosed to unauthorised individuals.
- Outdated or inaccurate data must be corrected or deleted.
- Staff should ask the DPO or line manager for advice when unsure.

DATA STORAGE

- **Paper-based data** must be kept in secure, locked storage.
- Printed data must not be left unattended and should be shredded when no longer needed.
- **Electronic data** must be:
 - Password-protected
 - Stored on designated servers or approved cloud platforms
 - Backed up regularly
 - Protected by security software and firewalls
- Data should not be saved to personal devices or removable media unless authorised.

DATA USE

- Computer screens should be locked when unattended.
- Personal data must not be shared via unsecured channels (e.g., unencrypted emails).
- Data must not be transferred outside the EEA without adequate safeguards.

DATA ACCURACY

- Employees are responsible for ensuring data is accurate and updated.
- Unnecessary data duplication should be avoided.
- Customers' details should be verified during interactions.
- Customers should be given easy ways to update their data.
- Marketing databases must be reviewed against suppression lists every six months.

SUBJECT ACCESS REQUESTS

All individuals whose data is held are entitled to:

- Ask what information the company holds

- Ask how it is used
- Request updates or corrections
- Understand their rights

Requests should be sent to:

Email: anthony@parksproperties.co.uk

Address: Parks Properties (Consultants) Limited, 62 Holloway Road, London, N7 8JL

The DPO will aim to respond within 14 days, verifying identity before disclosure.

DISCLOSING DATA FOR OTHER REASONS

In certain cases, data may be shared with law enforcement without the individual's consent. In such cases, legitimacy will be verified and legal advice sought.

PROVIDING INFORMATION

Parks Properties ensures individuals understand:

- How their data is used
- How to exercise their rights

Individuals may be asked to sign a declaration acknowledging these terms.

HOW WE USE COOKIES

Cookies are small files used to track web traffic and improve the user experience.

- We use traffic log cookies for statistical analysis.
- Cookies do not give us access to personal data unless voluntarily shared.
- You can choose to accept or decline cookies in your browser settings.

LINKS TO OTHER WEBSITES

Our website may contain links to external sites. We are not responsible for the privacy practices of these sites and encourage users to review their privacy policies.

© 2025 - Parks Properties (Consultants) Limited
Registered in England No. 05015004
Privacy Policy | Terms