

Privacy Policy

SEL (Midlands) Ltd is a data controller and are responsible for how personal data is held and used. This privacy policy will explain how SEL will collect, hold and use your personal data when using our website or services.

If you are purchasing, selling, renting, letting or wish to be added to our buyers register we will collect and hold personal information that will allow us to provide you with our services. By using our website (SEL-it.co.uk) or using our services you confirm to accept our terms & conditions.

What

Depending on the service you require we will collect some of or all the below information to assist with our service:

- Identity Data - title, name, date of birth
- Contact Information - postal address, email & telephone numbers
- Financial Details - bank account details, transaction history with SEL
- Client Details - buyer preferences, tenant information

When & How

We will collect data from you when you contact us via email, through a third party website (i.e. Facebook), phone, in person, entering a promotion/survey or when you create an account on our website.

We may also collect data from various third party sources when required. For example letting agent or employer references and credit checks for prospective tenants.

Storage

All data held by us will be kept secure and in the UK, appropriate measures are in place so that data cannot be accessed by anyone unauthorised, edited or deleted. Only employees of SEL will be able to access your data and are subject to a duty of confidentiality. We will only share your data with third parties who have a need to know and we have obtained your permission to do so.

Personal data on an individual will only be kept until our services are no longer required or we are required to hold records under legal obligations. If you have provided us with your data to be included in our buyers register we will hold the information for one year from the date of contact or until you notify us that you no longer wish to be on our buyers register.

Your Legal Rights

You are able to request any information we hold on you for free or request changes to your personal information. To allow us to efficiently deliver our services it is important personal data we hold is kept up to date and correct, if your circumstances/data change while requiring our services please let us know.

Any requests about your personal data can be made to enquiries@SEL-it.co.uk or call 01827 711900.

Complaints

If at any time you wish to make a complaint about how we use your personal data please contact us on 01827 711900 or email enquiries@SEL-it.co.uk. We will aim to resolve any issue to your satisfaction. You can also make a complaint or request further information about your rights with the Information Commissioners Office.

Changes

We reserve the right to update this privacy policy at any time due to changes in the law or our company policy. We will email any changes made to our privacy policy but we would also recommend that you check this page to keep up to date with your rights when using our services.

This privacy notice was last updated on: 23rd May 2018