



Privacy Policy

At BPS London we value the privacy of our clients and customers and this policy will advise you how we collect and use the personal information that you supply us with. This information is used by us to provide you with the products or information you have requested or require.

Who we are

BPS London is a trading name of BPS (London) Ltd, a limited company registered in England & Wales (company registration number: 3272869) whose registered address is 2nd floor, 167-169 Great Portland Street, London, W1W 5PF. Reference to 'We' refers to BPS (London) Ltd.

Personal information

BPS London collect and use your personal details as a customer or client, which can include the following:

- Name
- Phone numbers
- Address
- Email address

The personal information collected will be used to provide you with any services, products or information requested or required. This information may also be collected by third party companies, such as property portals Rightmove and Zoopla, whereby you have requested information on specific properties we advertise.

Other personal information may be required in order for us to fulfil our legal duties, such as personal forms of identification (passport, driving license, visas etc.), details about your occupation and residential status and your bank account details for the transfer of funds and rent payments.

Security and data sharing

We are committed to ensuring that any personal information or data held is secure and in line with the updated **General Data Protection Regulations 2018**. BPS London will not share any personal information with any third party, except as stated in this policy or where we have a legal obligation to do so. Certain scenarios of this may include:

- Providing data to local authorities and utility companies for any sale or letting transaction.
- Providing data to referencing agencies to carry out the necessary checks relating to our letting procedures.
- Providing data to trusted contractors where relevant concerning any maintenance works.

Any information held can only be accessed by authorised personnel and is maintained in a secure environment. We will take all reasonable steps to keep any details held secure by the use of our technology and internal systems, which will be continually monitored and updated.

Amending or deleting your personal information

If you would like us to amend or remove your personal information at any stage, you will need to contact us using the details below. Your information will be removed as soon as practically possible, assuming there is no legal obligation for us to keep the data.

To request details of the personal information we hold about you, to amend any of the data we hold about you to ensure that it is accurate and complete, to request that we delete any data held about you or to make a complaint about the way in which your data is stored or used, please contact us using the following information:

T: 0207 831 1191

E: info@bps.london

A: 98 Gray's Inn Road, London WC1X 8AJ