

## Bush & Co – Sales – Privacy Notice

### Our Contact Details:

Name: Bush & Co (Cambridge) Ltd t/a Bush & Co.

Address: 169 Mill Road, Cambridge, CB1 3AN

Phone Number: 01223 246262

E-mail: sales@bushandco.co.uk

Website: www.bushandco.co.uk

This Privacy Notice was completed on 25/09/2023.

### Type of Personal Information We Collect:

We currently collect and process the following information:

- Name and contact details of potential property purchasers and their property requirements, their solicitors and advisors name and contact details, and evidence for funding purposes and sales contracts;
- Name and contact details of property sellers, including details of their prospective purchase and solicitors and advisors;
- Names and contact details of companies providing services;
- Names and contact details and payment details of suppliers and agencies;
- Employee data;
- Website user statistics

### How We Get the Personal Information and Why We Have It:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To enable us to assist you in buying or selling your property

### Personal Information Received Indirectly:

We also receive personal information indirectly, from the following sources:

- Agencies and suppliers

### Use of Your Information:

We use the information that you have given us in order to

- To facilitate the sale or purchase of a property

### Lawful Bases of Processing Information:

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting sales@bushandco.co.uk
- We have a contractual obligation
- We have a legal obligation

### How We Store Your Personal Information:

Your information is securely stored.

We keep property purchasers information for 7 years. We will then dispose of your information by deleting any electronic record and destroying any paper records.

We keep sellers information for 7 years. We will then dispose of your information by deleting any electronic record and destroying any paper records.

We keep suppliers information for 7 years. We will then dispose of your information by deleting any electronic record and destroying any paper records.

Electronic data is stored on the server hosted by Property Software Group for 7 years .

### **Your Data Protection Rights:**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at:

Bush & Co (Cambridge) Ltd t/a Bush & Co., 169 Mill Road, Cambridge, CB1 3AN

Email: [sales@bushandco.co.uk](mailto:sales@bushandco.co.uk)

Phone Number: 01223 246262

if you wish to make a request.

### **How to Complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at Bush & Co (Cambridge) Ltd t/a Bush & Co., 169 Mill Road, Cambridge, CB1 3AN

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

# Bush & Co.

[www.bushandco.co.uk](http://www.bushandco.co.uk)

Wycliffe House, Water Lane,  
Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## Sales

01223 246 262  
169 Mill Road  
Cambridge  
CB1 3AN

## Lettings

01223 508 085  
8 The Broadway  
Mill Road  
Cambridge  
CB1 3AH