

GDPR Matrix	Personal information usually required for a property transaction (Buying/Renting)	Why Spence Willard hold this information and for how long	Who we receive information from	Where we store your information	Who we can share some or all of your information with	Marketing communication	Ability to opt-out of all communications	Ability to have data removed from system
Property Vendor Property Landlord Property Purchaser Property Tenant Searching Property Applicant	Name / address Financial info Contact numbers E-mail addresses Address ID / photo ID Signature Proof of funds IP address Bank details Rental history/Smoking status/Pets/Age of dependents	To comply with money laundering regulations Five years after the date of the final transaction as a Property Vendor/Purchaser Seven years after the date of the final transaction as a property Landlord/Tenant For marketing purposes, whilst we feel it is legitimate to retain this information	The client Money laundering checks Solicitors Financial services Surveyors / architects Referencing agencies Governing bodies regulating compliance Property portals Estate Agents Lettings Agents	Paper files locked in secure filing cabinets within our offices Password protected Computer system	IT support/Software providers Tenant Referencing agencies Website / digital agency Solicitors Financial services Surveyors / architects Governing bodies regulating compliance / Money Laundering Reviews Estate Agents The Property Ombudsman EPC provider Inventory Clerk Tenancy Deposit Scheme	Cross marketing properties / Property Matches Newsletters Emails Promotions	Yes	Yes, unless we are required to retain it by law, namely <i>Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017, Section 4.104.</i>