



Inventory Management Solutions Limited **Privacy Policy**

Inventory Management Solutions has taken steps to ensure that all personal data collected in relation to services undertaken on behalf of landlord, tenants and Estate Agents falls in line with GDPR regulations effective from 25 May 2018.

As a Company we collect personal information when you instruct us via our online booking form, direct email and telephone. We will only use this information to provide the services requested and the information will not be disclosed for any other reason other purposes unless required we are required to do so by law.

Inventory Management Solutions Limited Policy Details and **Procedures**

Personal data provided to us in relation to tenants and landlords is received via our secure online booking form or direct email and the details are inputted into our system manually. The information received is used to undertake the service requested. All personal data will be deleted upon our fulfilment to undertake the services requested.

Types of Data Stored

- Forwarding address at the end of tenancy
- Email address at the end of tenancy
- Telephone numbers and email address to contact tenants to arrange services
- Bank Details at the end of the tenancy for return of bonds

This information can be removed at any time if requested by contacting

Data Storage

All personal information provided by Estate Agents, landlords and tenants is held securely via our online sharefile system provided by Citrix.

Data Protection Officer

Inventory Management Solutions have a nominated data protection officer in place to ensure access to client data is protected and monitored at all times. Further details are available by contacting

Who Can Access Data?

All clerks and typists undertaking work for Inventory Management Solutions Limited have full access to the Citrix Sharefile System in order to provide reports and services as requested. All Estate Agents have individual log in details with their own chosen passwords to access their information and reports only. Estate Agents have responsibility for ensuring they change passwords as and when necessary.

Our Security Breach Notification Process

Our Data Protection Officer receives automatic notification whenever a report or information is accessed by a client. The Citrix Sharefile system keeps a log of individual client activity in relation to accessing reports and records. In the event of any potential breach our client will be notified immediately together with the Information Commissioner's Office.

Binding Corporate Rules

Inventory Management Solutions do not follow Binding Corporate Rules and do not perform intra-organisational transfers of personal data across borders.