

## **Privacy Policy**

### **General Data Protection Regulations (GDPR)**

Bespoke Property Management is a web-based property management company that provides tailored services to landlords with residential property on the Isle of Man.

This privacy policy explains how we use any personal information we collect about you when you use our services.

#### **What information do we collect about you?**

We collect information when you make an enquiry either as a Landlord or potential Tenant.

The type of information that Bespoke Property Management collects and processes in relation to this service are: Name, address, job title, date of birth, telephone numbers, e mail address, proof of identification, bank details and referee details.

#### **How will we use this information?**

We will use this information to administer the service we provide and to manage the property/tenancy.

We are committed to respecting and keeping safe any personal data you share with us.

We do not share your information for marketing purposes.

#### **Where will we store your information?**

Bespoke Property management has appropriate technical and organisational measures in place to protect personal information.

#### **How long do we retain your personal information?**

At Bespoke Property Management we ensure that personal information is not kept for longer than necessary.

The normal retention period for personal information is the current year + 6 years.

(for up to one year after a failed tenancy application, or up to 7 years after the expiry of the tenancy agreement if accepted)

#### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of your personal information, please e mail [info@bespokeproperty.im](mailto:info@bespokeproperty.im) or write to us at 6 Meadowfield, Port Erin, isle of Man IM9 6PH.

We want to make sure that your personal information is accurate and up to date. You may ask to correct or remove information you think is inaccurate or incomplete.

Please keep the paragraph about cookies

## How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.