



General Data Processing for Girasol Homes and its subsidiaries

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Customer enquiry contact details

Girasol Homes Limited trading as *Girasol Homes, Girasol Homes Spain SLU, Girasol Assen*

Eadie Young Ltd, 47 South Bar Street, Banbury, OX16 9AB

Email address: info@girasolhomes.co.uk

Organisation name : Girasol Homes, ICO Date registered : 08 March 2018

Register of data controllers

Reasons/purposes for processing information

We process personal information to enable us to provide property services to our clients; promote the services we offer; maintaining our own accounts and records; support and manage our employees.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- .. personal details
- .. financial details
- .. goods and services provided
- .. property requirements for reasons of searching for property
- .. address details
- .. nationalities
- .. location requirements for purposes of finding a property

We do not process sensitive classes of information that may include:

- .. physical or mental health details
- .. religious or other beliefs
- .. racial or ethnic origin
- .. trade union membership

Who the information is processed about

We process personal information about:

- .. clients
- .. suppliers
- .. advisers and professional consultants
- .. enquirers
- .. employees

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with their agents and other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- .. educators and examining bodies
- .. current, past and prospective employers
- .. employment and recruitment agencies
- .. suppliers and service providers
- .. family, associates and representatives of the person whose personal data we are processing
- .. financial organisations
- .. credit reference agencies
- .. debt collection and tracing agencies
- .. business associates and other professional advisers
- .. central and local government
- .. police forces

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the **European Economic Area (EEA)**. Any transfers made will be in full compliance with all aspects of the data protection act.