

## Sharing Your Personal Data

Who we share your personal data with	What you need to know
Within the Bedford Estates	We share your information with our employees where this is necessary. For example, for administrative purposes (accounts processing, employee management, delivering our contract with you etc.) and for the purposes of estate management and governance.
With third parties	<p>We have a number of trusted partners with whom we share your data to deliver our services &amp; undertake services on our behalf. Below is an example of some activities carried out by third-parties service providers:</p> <ul style="list-style-type: none"> <li>• web hosting and delivery of marketing communications</li> <li>• IT service providers for the purposes of operating our business, data management &amp; support services and security</li> <li>• property letting &amp; security</li> <li>• providing professional advice</li> <li>• undertaking compliance requirements</li> <li>• research for the purposes of planning applications</li> <li>• undertaking maintenance &amp; repair to our properties</li> <li>• debt collection (debt &amp; tracing services)</li> <li>• hosting &amp; facilitating the hosting of events</li> <li>• undertaking satisfaction surveys</li> </ul>
Obligation	<p>We will share your personal information with third parties where we have a statutory obligation e.g.</p> <ul style="list-style-type: none"> <li>• local authorities for business rate assessments, HMO registration etc.</li> <li>• insurance claim information may go on to a register of claims shared with other insurers</li> <li>• HM Revenue &amp; Customs, regulators and other authorities</li> <li>• Tenant Deposit Scheme</li> <li>• The Direct Debit Scheme</li> <li>• insurance claim information may go on to a register of claims shared with other insurers</li> </ul>
At your request	We share your data with companies you have asked us to share your data with. This may include banks, mortgage lenders, prospective employers & organisations to whom employees are seconded.

<p>Exceptional circumstances</p>	<p>In exceptional circumstances where we believe that the disclosure is:</p> <ul style="list-style-type: none"> <li>• Required by the law, to comply with judicial proceedings, court orders or legal or regulatory proceedings and fraud prevention.</li> <li>• Necessary to protect the safety of our employer, employees, yourself, our property or the public.</li> <li>• Necessary for the prevention or detection of crime including exchanging information with other companies or organisations for the purposes of fraud prevention and credit risk reduction.</li> </ul> <p>Occasionally we disclose personal data to authorities such as the police and emergency services where they need it to pursue legal claims or to protect your interest, or someone else's or where you are not capable of giving consent or where the information has already been made public by you. If we do, we make sure we are proportionate in the amount of data disclosed and have procedures in place to keep it secure.</p>
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## Data Security

We take all steps reasonably necessary to make sure that all personal information is securely handled in line with this notice. As well as our internal policies and procedures, we train staff in data handling. Access to your personal information is restricted and only used for the purposes for which we collected it.

All information you provide to us is stored securely, both physically and on servers. We have contracts in place with third parties storing data on our behalf outside the UK (but with the EEA). In exceptional circumstance where data is transferred outside the EEA appropriate protections are arranged.

## Special Category Data Handling

Certain data requires special handling because if it disclosed accidentally it could have a harmful effect on you. This includes sensitive data (race & ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life or sexual orientation), criminal data and children's data. As such, we will only use this data with your consent unless it is in your vital interests (threat to your life), it is in our legitimate interests, where there is a legal obligation or a contractual commitment. Procedures are in place to handle this data appropriately. Some examples of where we use special category data:

- Food requirements for catering (potential health data)
- Medical information of participants of golf and safari park events (health data)
- To support your recovery at work after an absence (health data)
- Race/ethnic origin (equal opportunities monitoring)
- Disclosure and Barring Service checks (criminal data)