

# CASA Sales and Lettings Privacy Policy

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## 1. Introduction

CASA Sales and Lettings is committed to protecting your personal data and respecting your privacy in accordance with UK GDPR and data protection legislation.

## 2. Information We Collect

- Name and contact details
- Property preferences and enquiry details
- Identification documents for compliance purposes
- Financial information where required for tenancy or sales processes

## 3. How We Use Your Information

- To provide property sales, lettings, and management services
- To arrange viewings and respond to enquiries
- To comply with legal and regulatory obligations
- To improve our services and communications

## 4. Data Sharing

We may share information with referencing agencies, legal professionals, contractors, and regulatory bodies where required to deliver our services. We do not sell personal data.

## 5. Your Rights

You have the right to request access to your data, request corrections, and request deletion where legally permissible.

## 6. Data Security

We implement appropriate technical and organisational measures to protect your data against unauthorised access or misuse.

## **7. Updates**

This Privacy Policy may be updated periodically. The latest version will always be available on our website.