

Casey recognises that for the purposes of its contract with clients, it may be necessary for the client to share certain personal data with Casey to enable the effective performance of its contractual obligations.

This data may include the following;

- Resident tenant (Leaseholder) data
- Right to buy (RTB) resident data
- RTB pending resident data

The data provided should be restricted to the following;

- Title
- Surname
- Address
- Contact details
- Security related information (for the purposes of protection of staff/operatives visiting the properties and for Casey to be made aware of any resident special health considerations)

Any data that the client shares with Casey should be done so on password protected documents and sent by secure means to the Casey Tenant Liaison Officer for the contract.

Casey will save this data securely avoiding sharing data with 3rd parties without first obtaining client approval.

Where it is necessary to share resident data with 3rd parties, for the purposes of undertaking the contracted work, 3rd party processor GDPR compliance agreements will be obtained from the 3rd party prior to the data being provided. All data will be returned or destroyed by the 3rd party upon the contracted works being performed.

Where works are carried out on RTB properties/private properties, consent for the works will be obtained. Where there is a requirement to share the details of this work with Casey's client under the contract, consent to do so will be obtained from the householder/property owner.

At the end of any relevant defects liability period for the contract works, Casey will place the corresponding personal data into its secure centralised archive for the purposes of any potential litigation. Upon the expiry of the period for such claims, the data will be destroyed.

*Casey includes The Casey Group Limited and its subsidiaries