

# Yoko Property's Privacy Policy

## **Our contact details**

Name: Yoko Property Ltd

Address: Unit 4A Victory Court, Third Avenue, Milton Keynes, MK1 1EW

Phone Number: 0333 772 7478

E-mail: [info@yokoproperty.co.uk](mailto:info@yokoproperty.co.uk)

## **The type of personal information we collect**

We currently collect and process the following information:

- Name, email address, address, date of birth and copy of ID's (e.g. passport and driving licence and website user stats.

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Confirm booking details
- Contact you regarding an existing or future booking
- Marketing reasons

We use the information that you have given us in order to process booking(s) and/or contact you regarding an existing or future booking.

We may share this information with N/A.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [info@yokoproperty.co.uk](mailto:info@yokoproperty.co.uk) or 0333 772 7478.**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We have a legitimate interest.**

## **How we store your personal information**

Your information is securely stored.

- Name, email address, address, date of birth and copy of ID's (e.g. passport and driving licence and website user stats).

We keep name, email address, address, date of birth, signed terms and conditions and copy of ID(s) for up to 1 year. We will then dispose your information by deleting it from our system(s).

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@yokoproperty.co.uk](mailto:info@yokoproperty.co.uk), 0333 772 7478 or by post at Yoko Property Ltd, Unit 4A Victory Court, Third Avenue, Milton Keynes, if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@yokoproperty.co.uk](mailto:info@yokoproperty.co.uk), 0333 772 7478 or by post at Yoko Property Ltd, Unit 4A Victory Court, Third Avenue, Milton Keynes

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>