

Stable Edge Inventories Privacy Policy

1. Company Details

Company name: Stable Edge INVENTORIES Ltd
Registered in England & Wales
ICO Registration: ZC091851
Email: info@stableedgeinventories.co.uk

2. Personal Data We Collect

- Names, addresses, telephone numbers and email addresses
- Tenant, landlord and letting agent details
- Property addresses
- Photographs and videos of properties and contents
- Inventory, check-in, mid-term and check-out reports
- Email correspondence and booking records

3. Lawful Basis for Processing

- Contractual necessity – to provide property inventory and inspection services
- Legal obligation – to comply with housing, tenancy and regulatory requirements
- Legitimate interests – for record keeping, dispute resolution and service improvement

4. How We Use Personal Data

- Prepare property inventory and inspection reports
- Communicate with landlords, tenants and agents
- Provide evidence in the event of tenancy disputes
- Maintain accurate business records
- Meet legal and regulatory obligations

5. Data Sharing

We may share personal data only where necessary with:

- Landlords and letting agents
- Tenants (where applicable)
- Deposit protection schemes
- Adjudicators, courts or legal advisers
- Cloud storage and IT service providers

We do not sell personal data to third parties.

6. Data Storage & Security

We take appropriate technical and organisational measures to protect personal data, including:

- Password-protected devices and files
- Secure cloud-based storage
- Restricted access to authorised persons only
- Secure deletion of data once retention periods expire

7. Data Retention

- Inventory and inspection reports (including photos): up to 6 years
- Email correspondence: up to 6 years
- Financial records: 6 years (HMRC requirement)

Data is securely deleted once no longer required.

8. Your Rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure of data (where applicable)
- Restrict or object to processing
- Request data portability
- Lodge a complaint with the Information Commissioner's Office (ICO)

9. Contact & Complaints

For data protection queries, contact:

Email: info@stableedgeinventories.co.uk

You also have the right to complain to the Information Commissioner's Office (ICO):

www.ico.org.uk