

PRIVACY NOTICE

Property People Partners is a trading name of **Our Village Homes Ltd**, a company registered in England and Wales under company number **16878019**.

Registered office:

4 Larkhill Grove, Hightown, Liverpool, L38 9ET

This Privacy Notice explains how we collect, use and protect personal information when you visit our website, contact us, use our services or engage with us as a candidate, prospective candidate or client.

We respect your privacy and are committed to handling your personal information responsibly and in accordance with applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. WHO WE ARE

Property People Partners provides recruitment, executive search and property consultancy services to businesses within the property sector, including property law firms, estate agents and mortgage advisers.

For the purposes of data protection legislation, **Our Village Homes Ltd is the data controller** for the personal information we process in connection with Property People Partners.

2. INFORMATION WE MAY COLLECT

Depending on how you interact with us, we may collect information including:

If you are a candidate or prospective candidate

- Your name and contact details
- Your CV and employment history
- Qualifications, skills and professional experience
- Current and previous roles
- Salary or remuneration information
- Your preferences regarding future employment opportunities
- Information you provide during conversations, interviews or recruitment processes
- References and other information relevant to a recruitment process
- Any other information you choose to provide to us

We may also identify and contact people who have not actively applied for a particular position where we believe their experience may be relevant to an opportunity.

If you are a client or prospective client

We may collect:

- Your name
- Job title and company details
- Contact details
- Information about your recruitment requirements
- Information about your organisation, team and business needs
- Details of our communications and dealings with you

If you use our website

We may collect information such as:

- Your name and contact details when you complete a contact form
- Information contained in messages or enquiries you send to us
- Technical information about your use of our website
- Information collected through cookies and similar technologies, where applicable

3. HOW WE USE YOUR INFORMATION

We use personal information for purposes including:

- Providing recruitment and executive search services
- Understanding the requirements of our clients
- Identifying and approaching suitable candidates
- Assessing candidates for suitable opportunities
- Introducing candidates to prospective employers
- Communicating with clients, candidates and prospective candidates
- Managing our business relationships
- Providing property consultancy services
- Responding to enquiries
- Maintaining appropriate business and recruitment records
- Complying with legal and regulatory obligations
- Improving our services and recruitment processes
- Protecting our business against fraud or other unlawful activity

We do not send large numbers of candidate CVs simply for the sake of generating activity.

Our recruitment approach is targeted. We take time to understand our client's requirements and then identify people who we believe could genuinely be suitable.

4. HOW WE OBTAIN CANDIDATE INFORMATION

Candidate information may come directly from you, for example when you contact us, provide your CV or discuss an opportunity with us.

We may also obtain information from publicly available professional sources, professional networking platforms, referrals, recommendations or other legitimate recruitment sources.

If we identify you as someone who may be suitable for an opportunity, we may contact you to discuss that opportunity.

Where we obtain personal information about you from another source, we will provide you with the relevant privacy information in accordance with applicable data protection requirements.

The ICO recognises that recruitment agencies and head-hunters may identify prospective candidates through selection processes and talent searches, and requires appropriate transparency around the use of their information.

5. OUR LAWFUL BASIS FOR USING YOUR INFORMATION

We will only process personal information where we have a lawful basis to do so.

Depending on the circumstances, this may include:

Legitimate interests

For example, identifying suitable candidates, contacting potential candidates about relevant opportunities, developing client relationships and providing recruitment services.

Contractual necessity

Where processing is necessary to provide services or take steps at your request before entering into a contract.

Legal obligation

Where we are required to process information to comply with a legal or regulatory requirement.

Consent

Where we have asked for your consent to use your information for a particular purpose and you have provided it.

Where we rely on consent, you can withdraw that consent at any time.

6. SHARING YOUR INFORMATION

We may share personal information where it is necessary to provide our services or meet a legitimate business or legal requirement.

For candidates, this may include sharing relevant information with a prospective employer where we are discussing or progressing a suitable opportunity with you.

We will not routinely share your information with unrelated third parties for their own marketing purposes.

We may also use trusted service providers who process information on our behalf, such as website, email, recruitment or IT service providers.

Where we use third-party service providers, we take appropriate steps to ensure that personal information is handled securely and in accordance with applicable data protection requirements.

7. CANDIDATE INFORMATION AND CLIENT INTRODUCTIONS

If we believe you may be suitable for a particular role, we will discuss the opportunity with you before progressing your application or introduction wherever appropriate.

We aim to ensure that candidates understand who the prospective employer is and how their information will be used as the recruitment process progresses.

We will only provide information that is relevant to the recruitment process.

8. SPECIAL CATEGORY INFORMATION

We generally ask you not to provide sensitive personal information unless it is genuinely relevant to the recruitment process or we specifically request it.

Special category information can include information relating to health, racial or ethnic origin, religious beliefs, sexual orientation and certain other protected characteristics.

Where we need to process special category information, we will only do so where an appropriate lawful condition applies.

9. CRIMINAL CONVICTION INFORMATION

We will only collect or process information relating to criminal convictions or offences where this is necessary and lawful for the particular recruitment process.

We will not routinely request such information unless there is a legitimate reason connected with the role or applicable legal or regulatory requirements.

10. HOW LONG WE KEEP YOUR INFORMATION

We will only keep personal information for as long as we reasonably need it for the purposes for which it was collected, including any legal, regulatory or legitimate business requirements.

For candidates, this will depend on whether you are being considered for a particular role, whether you remain interested in future opportunities and whether there is a continuing recruitment relationship.

We will regularly review the information we hold and delete or securely dispose of information that is no longer required.

11. YOUR DATA PROTECTION RIGHTS

Subject to certain legal exceptions, you have rights in relation to your personal information, including the right to:

- Request access to the personal information we hold about you
- Ask us to correct inaccurate or incomplete information
- Ask us to erase your personal information in certain circumstances
- Ask us to restrict how we use your information in certain circumstances
- Object to certain types of processing, including processing based on legitimate interests
- Request the transfer of certain personal information to another organisation
- Withdraw consent where we rely on consent as our lawful basis

You also have the right to object to direct marketing.

If you wish to exercise any of these rights, please contact us using the details below.

12. KEEPING YOUR INFORMATION SECURE

We take reasonable and appropriate technical and organisational measures to protect personal information against loss, misuse, unauthorised access, alteration or disclosure.

However, no method of transmitting or storing information electronically can be guaranteed to be completely secure.

13. COOKIES

Our website may use cookies and similar technologies.

Cookies may be used to ensure that the website functions correctly, understand how visitors use the website and, where applicable, improve the services we provide.

Where required by law, we will ask for your consent before placing non-essential cookies on your device.

Further information can be provided in our Cookie Policy.

14. LINKS TO OTHER WEBSITES

Our website may contain links to other websites or online services.

We are not responsible for the privacy practices or content of websites operated by third parties.

We recommend that you review the privacy notice of any website you visit.

15. CHANGES TO THIS PRIVACY NOTICE

We may update this Privacy Notice from time to time to reflect changes in our business, services, technology or legal requirements.

The latest version will always be made available on our website.

Last updated: August 2026

16. CONTACT US

If you have any questions about this Privacy Notice or how we use your personal information, or if you wish to exercise one of your data protection rights, please contact:

Property People Partners

A trading name of **Our Village Homes Ltd**
4 Larkhill Grove
Hightown
Liverpool
L38 9ET

Company number: 16878019

Email:

17. COMPLAINTS

If you have concerns about the way we have handled your personal information, we would encourage you to contact us first so that we can try to resolve the matter.

You also have the right to complain to the Information Commissioner's Office (ICO), which is the UK's independent regulator for data protection.

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Further information about making a complaint is available from the ICO.