



## WORK REQUIRED (WORKS ORDER)

**To:** Smarter Appliances Ltd  
136-137 High Street  
Ilfracombe  
Devon  
EX34 9EZ

**JOB REFERENCE:** K0560J2224-  
**DATE:** 24/09/2024

**Address:** 19  
Sandwell Mansions  
West End Lane  
West Hampstead  
London  
NW6 1XL

**Invoice To:** Mrs Anne Benguerba  
Goldschmidt & Howland  
Stanhope House  
4-8 Highgate High Street  
London  
N6 5JL

**Our Ref:** 7991

**Contact info** Shiran, Mr Yonathan  
**for access:** 07393920867  
07300161125

**Job Description:** ATTEND TO FAULT IN OVEN THE BOTTOM HEATING UNIT OF THE OVEN IS NOT WORKING.

**Pick Up Keys From** (See instructions)

**Key Reference**

**Work Required By:**

**Estimate:**

**Signed:**

Janet Asein  
Property Manager

**Supplier Tel** 0203 488 0344  
**Supplier Fax**

## General Data Protection Regulation – Required Contractor Compliance Information

### Definitions:

“**Works Order**” means the service or services to be provided by the contractor to Goldschmidt & Howland (“G&H”) in respect of it undertaking tenancy preparation or property management activities on behalf of its landlords and tenants.

“**Data Protection Legislation**” means (i) the General Data Protection Regulation (Regulation (EU) 2016/679) (“GDPR”) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time in the UK and, if applicable, (ii) any successor legislation to the GDPR or the Data Protection Act 1998 implemented in the UK.

“**Personal Information**” means any personal data, as defined by Data Protection Legislation which the contractor will be supplied with to enable them to undertake the services on the Works Order. Personal Information will include name(s), address(es) and contact details of the tenant and / or landlord with whom the contractor will need to liaise with in completing the Works Order

### DATA PROTECTION OBLIGATIONS

1. Any Personal Information provided by G&H to the contractor and used by the contractor directly or indirectly in the performance of a Works Order shall remain at all times the property of G&H.
2. The contractor shall take all reasonable technical and organisational precautions to keep any Personal Information provided by G&H safe from corruption or loss, damage, destruction or disclosure.
3. The contractor agrees to comply and ensure that its staff comply at all times with the Data Protection Legislation.
4. All Personal Information provided by G&H shall only be used for the purposes of this Works Order and shall not be further processed, disclosed or shared with other third parties without the written consent of G&H.
5. The contractor shall indemnify G&H for any breach of these obligations arising from the contractor’s negligence or inaction.
6. The contractor agrees to provide any such records, assistance and cooperation G&H may reasonably require to satisfy itself that the contractor is complying with these obligations.
7. The contractor agrees to provide any such assistance and cooperation G&H may reasonably require in fulfilling its obligations under applicable data protection law. This includes, but is not limited to, all subject rights as defined in the Data Protection Legislation.
8. The contractor agrees to ensure that all its agents, partners and subcontractors comply with all the provisions set out above.
9. Upon completion or termination of the Works Order, the contractor agrees to erase or destroy all copies of the Personal Information provided by G&H, except where they are required to retain the information to fulfil any statutory obligation.

The contractor agrees to notify G&H as soon after discovery as is practicable, of any corruption or loss, damage, destruction or disclosure of Personal Information provided by G&H to the contractor.