



PRIVACY POLICY

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

(1) WHAT INFORMATION DO WE COLLECT?

We may collect, store and use the following kinds of personal information:

- (a) information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, website navigation and details;
- (b) information that you may provide to us in future for the purpose of subscribing to our website services, email notifications and newsletters;
- (c) any other information that you choose to send to us;

(2) COOKIES

This site does not use cookies.

(3) USING YOUR PERSONAL INFORMATION

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- (a) administer the website;
- (b) improve your browsing experience by personalising the website;
- (c) enable your use of the services available on the website;
- (f) send you general commercial communications;
- (g) send you email notifications which you have specifically requested;
- (h) send to you marketing communications relating to our business or the businesses of carefully-selected third parties which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any

time if you no longer require marketing communications)

- (i) provide third parties with statistical information about our users – but this information will not be used to identify any individual user;
- (j) deal with enquiries and complaints made by or about you relating to the website;

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

(4) DISCLOSURES

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose your personal information:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- (d) to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling; and
- (e) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

(5) INTERNATIONAL DATA TRANSFERS

Information that we collect will not be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this privacy policy.

Information which you provide will not be transferred to countries which do not have data protection laws equivalent to those in force in the European Economic Area.

(6) SECURITY OF YOUR PERSONAL INFORMATION

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We will store all the personal information you provide on our secure (password and firewall- protected) servers.

Data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

(7) POLICY AMENDMENTS

We may update this privacy policy from time to time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

(8) YOUR RIGHTS

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to:

- (a) the payment of a fee of £10.00; and
- (b) the supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).

We may withhold such personal information to the extent permitted by law.

You may instruct us not to process your personal information for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal information for marketing purposes.

(9) THIRD PARTY WEBSITES

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

(10) UPDATING INFORMATION

Please let us know if the personal information which we hold about you needs to be corrected or updated.

(11) CONTACT

If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email to the address as stated in our Terms of Use which can be found on each page of this website.

(12) DATA CONTROLLER

The data controller responsible in respect of any information collected on this website is H2L Property Management Limited.

Our data protection registration number is Z1798520.