

PRIVACY POLICY

VALUATION – SALES OR LETTINGS

Our privacy policy explains how we use any personal information we collect about you.

Topics

- What information do we collect about you
- How we use the information about you.
- Access to your information and correction.
- Security
- Retention
- Changes to our privacy policy.
- How to contact us.

What information do we collect about you

We will hold your name, address, telephone numbers, email address and ID.

Why we hold your information and how we will use it.

As we are carrying out a sales or letting valuation on your behalf, we need your above details to arrange the appointment and to keep in contact with you afterwards to continue to offer our services to you.

If you require mortgage advice, we can if you request it pass your details to Positive Solutions to contact you in this regard. Furthermore, if you request, we can pass your details to local solicitors to provide you with a conveyancing quote.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please email us or write to us.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

If you need further information please look at the Information Commissioners Office (ICO) website www.ico.org.uk.

2.

Security

Your information is kept securely in our locked office when not open. Our computers are accessed only by individual security codes.

Retention

We will hold your information for twelve months. If your property is sold within that period we will delete your details.

Changes to our Privacy Policy

We keep our privacy policy under regular review and will place any updates on our web page privacy policy. This privacy policy was last updated on 10th April 2018.

How to Contact Us

Please contact us if you have questions about our privacy policy or the information we hold about you by email sales@pauljeffreys.co.uk or write to us at Paul Jeffreys Estate Agents, 10 The Marsh, Hythe, Southampton SO45 6AL.