

## **STIMPSONS PRIVACY POLICY**

We are committed to maintaining the privacy of our clients and visitors to our website. This policy sets out how we collect your personal information, how we will use it and how we protect it.

### **Types of Information We Collect**

#### **1. Cookies**

Our website ([www.stimpsons.co.uk](http://www.stimpsons.co.uk)) uses cookies. The use of cookies is standard practice for websites. By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy. We may collect, store and use the following kinds of personal information:

- 1.1. 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);
- 1.2. Your name, email address, address, telephone number, your job title and property preferences.
- 1.3. Any other information that you choose to send to us;

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

#### **2. Personal Information**

Personal information submitted to us will be used for the purposes specified in this privacy policy.

We may use your personal information to:

- 2.1 send you information regarding properties and property transactions;
- 2.2 send you general commercial marketing communications;
- 2.3 send you email notifications which you have specifically requested;
- 2.4 provide property marketing research and information;
- 2.5 contact you by post, telephone or email to provide information about Stimpsons including our latest deals and information about the company and services offered;
- 2.6 send invoices to you, and collect payments from you;

### **3. Third Parties**

We may disclose information about you to any of our employees, third party service providers, agents, subcontractors and other associated organisations for the purpose of completing tasks and providing services to you on our behalf.

We would only release your information to a third party outside of this if required to do so legally or in connection with legal proceedings

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

### **4. Security of your Personal Information**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

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

### **5. Retention of Personal Information**

We will only retain your personal information for as long as is necessary to fulfil the purposes for which we collected it, or for regulatory purposes.

We will retain all emails and files on completed tasks for a minimum of 6 years to comply with the requirements of the RICS, Anti-Money Laundering regulations and our professional indemnity insurers.

### **6. Access to your Personal Information**

You may instruct us to provide you with any personal information we hold about you. Provision of such information may be subject to a fee and the supply of appropriate evidence of your identity.

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.

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

### **7. Changes to this Privacy Policy**

We may update this privacy policy from time-to-time by posting a new version on our website. We may also notify you of changes to our privacy policy by email.

### **8. Contact**

If you have any questions about this privacy policy or our treatment of your personal information, please contact us by email: [watford@stimpsons.co.uk](mailto:watford@stimpsons.co.uk) or call us on 01923 252188.

May 2018