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## PRIVACY POLICY

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### BACKGROUND:

Peter Scott & Co LLP, trading as Peter Scott Property are local estate agents. We provide a service that includes selling property on behalf of clients. We also provide a service to search for a property for registered buyers. We understand that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits this website, [www.peterscottproperty.co.uk](http://www.peterscottproperty.co.uk). 'Our Site' will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy is requested prior to use.

### 1. Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

<b>“Account”</b>	means an account required to access and/or use certain areas and features of Our Site;
<b>“Cookie”</b>	means a small text file placed on your computer or device by Our Site when you visit certain parts of Our Site and/or when you use certain features of Our Site. Details of the Cookies used by Our Site are set out in Part 14, below; and
<b>“Cookie Law”</b>	means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003;

### 2. Information About Us

Our Site is owned and operated by Peter Scott & Co LLP registered in England under company number OC417945.

Registered address: 18 Deanway, Chalfont St Giles, HP8 4JH

VAT number: GB 280543213

Data Protection Officer: Yvonne Scott.

Email address: [yvonne@peterscottproperty.co.uk](mailto:yvonne@peterscottproperty.co.uk)

Telephone number: 01753 201 232

Postal address: 18 Deanway, Chalfont St Giles, HP8 4JH

We are regulated by The Property Ombudsman and HMRC Anti Money Laundering and ICO.

We are a member of The National Association of Estate Agents

### **3. What Does This Policy Cover?**

This Privacy Policy applies only to your use of Our Site. Our Site may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

### **4. What Is Personal Data?**

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) and the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

### **5. What Are My Rights?**

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 15.
- b) The right to access the personal data we hold about you. Part 13 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 15 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in Part 15 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- i) Rights relating to automated decision-making and profiling. We do not use

your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 15.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using the details in Part 15.

## 6. What Data Do You Collect and How?

Depending upon your use of Our Site, we may collect and hold some or all of the personal and non-personal data set out in the table below, using the methods also set out in the table. Please also see Part 14 for more information about our use of Cookies and similar technologies and our Cookie Policy <<insert link>>. We do not collect any 'special category' or 'sensitive' personal data or personal data relating to children or data relating to criminal convictions and/or offences.

Data Collected	How We Collect the Data
Identity Information including name and title.	Details are collected over a telephone landline, mobile device or face to face. You may send us the data via email, post or via Our Site.
Contact information including an address, email address, mobile and/or landline telephone numbers.	Details are collected over a telephone landline, mobile device or face to face. You may send us the data via email, post or via Our Site.
Property preference information including preferred location and house type.	Details are collected over a telephone landline, mobile device or face to face. You may send us the data via email, post or via Our Site.
We may require details of a mortgage broker, surveyor and/or solicitor from you.	Details are collected over a telephone landline, mobile device or face to face. You may send us the data via email, post or via Our Site.
If buying via Peter Scott & Co LLP we may require details of your estate agents.	Details are collected over a telephone landline, mobile device or face to face. You may send us the data via email, post or via Our Site.

## 7. How Do You Use My Personal Data?

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The following table describes how we will or may use your personal data, and our lawful bases for doing so:

What We Do	What Data We Use	Our Lawful Basis
Register your data on our property buying or selling database in order to provide an estate agency service to you. This will include communicating with you via telephone, mobile and/or email.	We use the information you provide to us to allow us to keep in touch with you. Your postal address, telephone numbers and/or email address may be used.	You have contacted us to provide an estate agency service. Your data will only be used in this connection and not shared.

We will only use your personal data for the purposes for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in Part 15.

If we need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of the Data Protection Legislation and your legal rights.

## 8. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected.

## 9. How and Where Do You Store or Transfer My Personal Data?

We will only store or transfer your personal data within the UK. This means that it will be fully protected under the Data Protection Legislation.

## 10. Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes, subject to the following exceptions.

If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy.

In some limited circumstances, we may be legally required to share certain personal data,

which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Part 9.

If any personal data is transferred outside of the EEA, we will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the Data Protection Legislation, as explained above in Part 9.

If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

## **11. How Can I Control My Personal Data?**

11.1 In addition to your rights under the Data Protection Legislation, set out in Part 5, when you submit personal data via Our Site, you may be given options to restrict our use of your personal data. In particular, we aim to give you strong controls on our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from us which you may do by unsubscribing using the links provided in our emails.

11.2 You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service ("the TPS"), the Corporate Telephone Preference Service ("the CTPS"), and the Mailing Preference Service ("the MPS"). These may help to prevent you receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

## **12. Can I Withhold Information?**

You may access certain areas of Our Site without providing any personal data at all. However, to use all features and functions available on Our Site you may be required to submit or allow for the collection of certain data.

You may restrict our use of Cookies. For more information, see Part 14 and our Cookie Policy.

## **13. How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal

addresses shown in Part 15.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will aim to respond to your subject access request within two weeks, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

#### **14. How Do We Use Cookies?**

Our Site may place and access certain first-party Cookies on your computer or device. First-party Cookies are those placed directly by us and are used only by us. We use Cookies to facilitate and improve your experience of Our Site and to provide and improve our services. We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.

We use cookies for the following purpose:

To help use analyse the use and performance of our website and services (cookies used for this purpose are: Google Analytics.

Cookies used by our service providers:

1. Our service providers use cookies and those cookies may be stored on your computer, when you visit our website.
2. We use Google Analytics to analyse the use of our website. Google Analytics gather information about website use by means of cookies. The information gathered relating to our website is used to create reports about eh use of our website.

Google privacy policy is available at: <https://www.google.com/policies/privacy/>

Google analytics uses the following cookies:

- **\_utma** This randomly generated number is used to determine unique visitors to our site. It expires after 2 years.
- **\_utmb** This randomly generated number works with **\_utmz** to calculate the average length of time users spend on our site. It expires after 30 minutes.
- **\_utmc** This randomly generated number works with **\_utmb** to calculate when you close your browser. It expires when you close your browser.
- **\_utmz** This is a randomly generated number and information about how the site was reached (e.g. direct or via a link, organic search or paid search). It expires after 6 months.

Managing cookies

1. Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:
  - i. <https://support.google.com/chrome/answer/95647?hl=en> (Chrome);
  - ii. <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-websi>

- iii. [te-preferences](#) (Firefox);
  - iv. <https://www.opera.com/help/tutorials/security/cookies/> (Opera);
  - v. <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
  - vi. <https://support.apple.com/kb/PH21411> (Safari);
  - vii. <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).
2. Blocking all cookies will have a negative impact upon the usability of many websites.
  3. If you block cookies, you will not be able to use all the features on our website.

## 15. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of Yvonne Scott:

Email address: [yvonne@peterscottproperty.co.uk](mailto:yvonne@peterscottproperty.co.uk).

Telephone number: 01753 201 232.

Postal Address: 18 Deanway, Chalfont St Giles, HP8 4JH.

## 16. Changes to this Privacy Policy

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date. This Privacy Policy was last updated on 14/05/2019.