

DATA PROTECTION AND PRIVACY NOTICE

Introduction

Peter Tew respects your privacy and is committed to protecting your personal data. This privacy statement informs you how we look after your personal data and tells you about your privacy rights. Peter Tew will take all reasonable commercial steps to protect your privacy in its capacity as Data Controller and Data Processor. We will hold the file in archive storage for six years in accordance with RICS regulations.

1.1 Data we collect about you'

We collect data from you only insofar as it is needed for the performance of work instructed, or in compliance with identity checks as required by anti money laundering legislation. Our legal basis for the collection and processing of your data is therefore in the performance of the contract between Peter Tew and yourself.

Peter Tew will contact you from time to time in relation to the various services we offer, where we consider you may have a legitimate interest in those services, but we will not give your personal data to any third party other than in the performance of our contract.

You are entitled to opt out of receipt of this internal marketing should you so wish.

1.2 How we use your personal data

You should be aware that Peter Tew collects and analyses information that is given to him from a variety of sources. We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:-

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Generally we do not rely on consent as a legal basis for processing your personal data other than in relation to sending third direct marketing communications to you via email.

Peter Tew will process your data using our in house staff. Your data is physically held in files and servers located within the UK. We do all that we can to secure your privacy. The very nature of the internet is such that there can be no absolute guarantee of security. Information can be accessed in using ways which the company cannot foresee or protect you from with a 100% security.

You therefore need to accept that information that you submit is to that extent at our own risk. The company recommends therefore that you should bear all these matters in mind in considering what information you choose to submit.

1.3 Marketing and Communications Data

Will be used to make suggestions and recommendations to you about services that may be of interest to you. You will receive marketing communications from us if you have requested information from us or purchased services from us and, in each case, you have not opted out of receiving that marketing.

1.4 Data Retention

We will only retain your personal data as long as necessary to fulfil the purposes we collected for and will be retained only for as long as required by RICS, the professional body of which Peter Tew is a member. You have rights to access and amend your data under GDPR legislation including the right to be forgotten. In these circumstances you should address your request to Peter Tew and Company.

1.5 Disclosures of your personal data

We may share your personal data with sub contractors or sub consultants who are engaged by us to assist in delivering services to you.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law.

1.6 Data Security

We have put in place appropriate security measures to prevent your personal data being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition we limit access to your personal data to those employees, agents, contractor and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

1.7 What we may need

We may need to request specific information from you to help us confirm your identity. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

1.8 Time limits to respond

We make every effort to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. We will keep you advised.