



## Privacy Policy

**Effective Date:** 01/10/2023

### Introduction

This Privacy Policy outlines how PS Kent LTD trading as Property Safe ("we," "our," or "us") collects, uses, discloses, and protects your personal information in relation to our fire risk assessment and other compliance services. We are committed to ensuring the privacy and security of your personal information. By using our services, you consent to the practices described in this Privacy Policy.

### Information We Collect

We may collect the following types of personal information from you and other sources:

**Personal Information:** This includes your name, contact information (email address, phone number), and any other information you provide us when you request our fire risk assessment services including your clients' contact details.

**Property Information:** We may collect information about the property for which you require a fire risk assessment, including its location, size, and layout.

**Payment Information:** If you make payments for our services, we may collect payment details, such as credit card information or billing address, to process payments.

**Communication Data:** We may collect records of your interactions with us, including emails, chat messages, and phone calls.

**Technical Data:** We may collect information about your device and usage of our website or mobile applications, including IP addresses, browser information, and usage patterns.

### How We Use Your Information

We use your personal information for the following purposes:

**Providing Services:** We use your information to provide fire risk assessment services and other compliance services, including scheduling assessments, communicating with you, and delivering assessment reports.

**Payment Processing:** We use your payment information to process payments for our services.

**Customer Support:** We may use your information to provide customer support and respond to your inquiries or requests.

**Marketing:** With your consent, we may use your information to send you promotional and marketing communications about our services, updates, and special offers.

**Legal Compliance:** We may use your information to comply with legal obligations and regulations.

### Disclosure of Your Information

We may share your personal information with the following parties:

**Service Providers:** We may share your information with third-party service providers who assist us in providing our services, including payment processors and IT service providers, self-employed contractors and external colleagues

**Legal Requirements:** We may disclose your information to comply with legal obligations, respond to lawful requests, or protect our rights, privacy, safety, or property.

**Business Transfers:** In the event of a merger, acquisition, or sale of all or part of our company, your information may be transferred as part of the transaction.

### **Data Security**

We take reasonable measures to protect your personal information from unauthorized access, disclosure, alteration, and destruction. However, no data transmission or storage system is completely secure, and we cannot guarantee the security of your information.

### **Your Choices**

You have the following rights regarding your personal information:

**Access and Correction:** You may request access to and correction of your personal information held by us.

**Data Deletion:** You may request the deletion of your personal information unless we have a legitimate reason to retain it.

**Marketing Communications:** You can opt-out of receiving marketing communications from us at any time by following the instructions provided in the communication.

### **Contact Us**

If you have questions, concerns, or requests related to your privacy or this Privacy Policy, please contact us at:

info@propertysafe.co.uk

### **Changes to this Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. We will notify you of any material changes by posting the updated Privacy Policy on our website.

By using our services, you agree to the terms of this Privacy Policy.

Last updated: 01/10/2023

PS Kent Ltd (Property Safe)