#### **PRIVACY POLICY**

NORMANS PROPERTY GROUP is the trading name of NPG ESTATES LTD whose registered office address is Suite 227, Loughton Seedbed Centre, Langston Road, Loughton, Essex, IG10 3TQ | Registered in England & Wales No: 08883810 | VAT Reg No: 204 9080 30.

Normans Property Group is committed to privacy protection. Our privacy policy is set out below and by providing personal data to us via this website you consent to us processing your data in accordance with this policy. Nothing in this privacy policy shall limit your statutory rights in relation to your personal data.

### THE INFORMATION WE COLLECT AND HOW WE USE IT

When you register with our website, in order to receive further details of our range of services and properties we offer, we need to know your name, forwarding address, e-mail address and contact telephone numbers, as well as any additional relevant information you may wish to provide.

We gather this information to allow us to process your registration and provide you with the services and/or property details requested by you.

As a company, NPG does not sell, rent or deal in the personal information we hold. Information may, in the ordinary course of business, move between different companies or organisations who work in association with NPG, who may from time to time contact you by post, e-mail or telephone, to offer their products or services which they consider may be of interest to you.

If you would rather not receive this information, or you wish to cancel your registration, please e-mail <a href="mailto:info@normanspropertygroup.com">info@normanspropertygroup.com</a>

## HOW WE PROTECT YOUR INFORMATION

The internet is not a secure medium. However, we take all reasonable care to prevent any unauthorised access to and use of your personal data and have put in place various security procedures. NPG takes the privacy and security of its customers' personal information extremely seriously and has in place strict internal procedures which cover the access, storage and disclosure of your personal information.

#### **UPDATING YOUR DETAILS**

Should any of the information that you have provided to NPG change, for example if you change your e-mail address, forwarding address, or contact telephone number, please let us know the amended information by sending an e-mail to <a href="mailto:info@normanspropertygroup.com">info@normanspropertygroup.com</a>

#### YOUR CONSENT

By submitting your information you consent to the use of that information as set out in this policy. If we change our privacy policy we will post the changes on this page, so that you may be aware of the information we collect and how we use it at all times.

We do not wish to collect any personal information from children without their parents' consent. If you are under the age of 18, please obtain consent from your parents or guardian before supplying any information.

#### THIRD PARTY SITES

Any third party sites that you link through to from our website are not covered by our Privacy Policy, so we accept no responsibility or liability for these sites whatsoever.

# YOUR VIEWS OR COMMENTS

If you would like to contact us with any queries or comments regarding our privacy policy or our website in general, please send an email to: <a href="mailto:info@normanspropertygroup.com">info@normanspropertygroup.com</a> or write to: Normans Property Group, Suite 227, Loughton Seedbed Centre, Langston Road, Loughton, Essex, IG10 3TQ.