

## **PRIVACY POLICY**

## **LAST UPDATED: 27/2/2024**

Thank you for visiting Casson Peakland Chartered Surveyors' website. Your privacy and the security of your personal information are important to us. This Privacy Policy outlines how we collect, use, disclose, and protect your personal data in compliance with the General Data Protection Regulation (GDPR), other relevant data protection laws, and best practices.

#### **INFORMATION WE COLLECT**

## **Mandatory Information**

- Personal Information: Name, address, email, phone number.
- Professional Information: Any data relevant to providing surveying services.

# Optional Information (with user consent)

- Additional contact information.
- Survey preferences and requirements.
- How We Collect Information
- Through our website forms.
- Correspondence via email, phone, or in-person.
- Cookies and similar technologies (see Cookie Policy).

# **LEGAL BASIS FOR PROCESSING**

- Performance of a contract.
- Compliance with legal obligations.
- Consent (where applicable).
- Legitimate interests pursued by Casson Peakland Chartered Surveyors.

#### HOW WE USE YOUR INFORMATION

- To provide requested surveying services.
- To communicate with you.
- For legal and regulatory compliance.
- For marketing and promotional purposes (with explicit consent).

### **SHARING YOUR INFORMATION**

- With third-party service providers for specific services.
- To comply with legal obligations.

#### **DATA SECURITY**

We implement industry-standard security measures to protect your data.

#### INTERNATIONAL DATA TRANSFERS

Your data may be processed in countries outside the European Economic Area (EEA) with adequate data protection measures.

#### **YOUR RIGHTS**

# Mandatory

- Right to access.
- Right to rectification.
- Right to erasure.
- Right to restrict processing.
- Right to data portability.

# Optional (with clear instructions)

- Right to object.
- Rights related to automated decisionmaking.

# RETENTION PERIOD

We retain your data for as long as necessary for the purposes outlined in this policy or as required by law.

#### **CHILDREN'S PRIVACY**

Our services are not directed at children and we do not knowingly collect their data.

# **COOKIE POLICY**

This website uses cookies and similar technologies to improve your experience, personalise content and advertising, and analyse website traffic. By continuing to use



this website, you consent to the use of cookies in accordance with this Cookie Policy.

What are cookies?

Cookies are small text files that are stored on your device by a website when you visit it. They are widely used to remember you and your preferences, either for a single visit (through a "session cookie") or for multiple repeated visits (using a "persistent cookie").

What types of cookies do we use?

We use the following types of cookies on our website:

- Strictly necessary cookies: These cookies are essential for the website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you, such as setting your privacy preferences, logging in, or filling in forms.
- Performance cookies: These cookies allow us to count visits and traffic sources so we can measure and improve the performance of our site. They help us to know which pages are the most and least popular and see how visitors move around the site.
- Functionality cookies: These cookies enable the website to provide enhanced functionality and personalisation. They may be set by us or by third-party providers whose services we have added to our pages.
- Targeting cookies: we do not use tracking cookies for advertising purposes

### How to control cookies

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings (like Internet Explorer, Chrome, Opera, Firefox etc.) for each device you use to access the web. Please

consult your browser's help documentation for instructions on how to manage cookies.

Changes to this Cookie Policy

We may update this Cookie Policy from time to time in accordance with legal requirements or changes to our practices. We recommend that you review this Cookie Policy periodically for any updates.

### Additional Information

For more information about cookies and similar technologies, please visit the website of the Information Commissioner's Office (ICO) at https://ico.org.uk/for-organisations/direct-marketing-and-privacy-and-electronic-communications/guide-to-pecr/cookies-and-similar-technologies/.

### SUPERVISORY AUTHORITY

If you believe your data protection rights have been violated, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). Company registration number ZB690021.

By using our website and services, you agree to the terms outlined in this Privacy Policy. It is essential to review this policy regularly for any updates.

# **CONTACT US**

For any questions or concerns regarding this Privacy Policy, contact us at cassonpeakland@gmail.com.

### **UPDATES TO THIS PRIVACY POLICY**

We may update this policy periodically. Please review it regularly.