

1. Lawful Basis for Processing: We will only collect, use, and process personal data where we have a lawful basis to do so under GDPR. This may include obtaining consent from the data subject, fulfilling a contractual obligation, or satisfying a legitimate interest.
2. Information Collected: We will only collect and process personal data that is necessary for the provision of our property sales and lettings services. This may include the data subject's name, address, email address, phone number, employment details, and financial information.
3. Data Processing: We will only process personal data in a manner that is fair, transparent, and lawful. We will take appropriate technical and organizational measures to ensure the security and confidentiality of personal data.
4. Data Subject Rights: Data subjects have the right to access, rectify, erase, restrict processing, and object to the processing of their personal data. We will respond promptly to any such requests in accordance with GDPR.
5. Data Transfers: We will only transfer personal data to third parties where necessary for the provision of our property sales and lettings services, and only where adequate safeguards are in place to ensure the security and confidentiality of personal data.
6. Data Breaches: In the event of a personal data breach, we will promptly notify the relevant supervisory authority and data subjects where required under GDPR.
7. Retention and Deletion: We will only retain personal data for as long as necessary to fulfil the purposes for which it was collected, or as required by law. Personal data will be securely deleted or destroyed when no longer required.
8. Cookies: Our website may use cookies to improve the user experience and to track usage data. Users can choose to accept or decline cookies through their browser settings.
9. Changes to Policy: We reserve the right to update or change this GDPR policy at any time. Any changes will be posted on our website, and data subjects will be notified of any significant updates.

If you have any questions or concerns about our GDPR policy, please contact us directly.