

1. **Information Collected:** We collect personal information from our clients and customers when they contact us for property sales or lettings services. This may include their name, address, email address, phone number, employment details, and financial information.
2. **Use of Information:** The personal information we collect is used solely for the purposes of providing property sales or lettings services to our clients and customers, managing their properties, and communicating with them about relevant updates or offers. We will not sell, rent, or share their personal information with any third party, except as required by law.
3. **Data Security:** We take all reasonable measures to ensure that personal information is kept secure, accurate, and up to date. We have implemented physical, electronic, and procedural safeguards to protect against unauthorized access, disclosure, alteration, or destruction.
4. **Retention:** We will only retain personal information for as long as necessary to fulfil the purposes for which it was collected, or as required by law.
5. **Access and Correction:** Clients and customers have the right to access, correct, or delete their personal information at any time. They may do so by contacting us directly.
6. **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.
7. **Third-Party Links:** Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of these sites.
8. **Marketing Communications:** We may use personal information to send marketing communications to clients and customers about relevant property sales or lettings services, but we will only do so if they have given us permission to do so.
9. **Changes to Policy:** We reserve the right to update or change this privacy policy at any time. Any changes will be posted on our website, and clients and customers will be notified of any significant updates.

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