

# Verulam Chartered Surveyors Privacy Policy

Effective Date: June 2023

## 1. Introduction

Verulam Chartered Surveyors ("we," "us," or "our") is committed to protecting the privacy of your personal information. This Privacy Policy outlines how we collect, use, share, and safeguard your personal data when you interact with our services.

## 2. Information We Collect

We may collect and process various types of personal information, including but not limited to:

Contact Information: Names, addresses, phone numbers, and email addresses.

- Survey Data: Information related to property surveys and evaluations you request or provide to us.
- Payment Information: If applicable, payment details for our services.
- Communication Data: Records of your interactions with us, including emails, phone calls, and messages.

## 3. How We Use Your Information

We use your personal information for various purposes, including but not limited to:

- Providing and managing our surveying services.
- Responding to your inquiries and requests.
- Complying with legal and regulatory requirements.
- Improving our services and communication.
- Marketing our services, where permitted by applicable laws.

## 4. Data Sharing

We may share your personal information with third parties only in the following circumstances:

- With your consent.
- To comply with legal obligations.
- For business purposes such as data processing, marketing, and technology support.

We ensure that third-party service providers are bound by agreements to protect your data.

## 5. Data Security

We take appropriate security measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction. However, please be aware that no method of data transmission over the internet is entirely secure.

## 6. Data Retention

We will retain your personal information for as long as necessary to fulfill the purposes for which it was collected, and as required by applicable laws.

## 7. Your Rights

You have certain rights regarding your personal information, including:

- Access: You can request a copy of the personal information we hold about you.
- Rectification: You can request corrections to inaccurate or incomplete data.
- Deletion: You may request the deletion of your personal data in certain circumstances.
- Data Portability: You can request that your data be transferred to another organization.
- Objection: You can object to the processing of your personal data under certain conditions.

Please contact us at [Insert Contact Information] to exercise these rights.

## **8. Changes to This Policy**

We may update this Privacy Policy from time to time to reflect changes in our data practices or for other operational, legal, or regulatory reasons. Any changes will be posted on our website with the updated effective date.

## **9. Contact Us**

If you have any questions or concerns about our Privacy Policy or how we handle your personal information, please contact us at:

Verulam Property Surveyors LLP T/A Verulam Chartered Surveyors

This Privacy Policy was last updated on July 2023.