PRIVACY POLICY

Your privacy is important to us which is why we will always respect your data and never sell it on or share it with third parties.

This privacy policy explains how we use any personal information we collect about you when you use this website and through your transactions with us. By continuing to use this site you agree to us providing to you the information you have requested and confirm that you have read and agree to the use of your information as set in our privacy policy.

Drewery & Wheeldon Property Consultancy is the trading name of Drewery & Wheeldon Valuers & Auctioneers Limited with company number 06127314 and whose registered office is located at 124 Trinity Street, Gainsborough, Lincolnshire, DN21 1JD. VAT Reg No: 128 0155 40.

Drewery & Wheeldon Valuers & Auctioneers Limited is committed to ensuring that your privacy is protected. This privacy policy explains how we use the information we collect about you, how you can instruct us if you prefer to erase that information and procedures we have in place to safeguard your privacy.

What information do we collect about you and why

We collect information about you when you register with us or use our services. Website usage information is collected using cookies.

When you contact us we need to know your name, postal address, email address and contact telephone number.

We gather this information to allow us to process your registration for selling or buying at auction or registering for our email alert mailing system. The relevant information is then used by us to provide any services requested by you and to communicate with you on any matter relating to the provision of the service in general.

We may also use aggregate information and statistics for the purpose of monitoring website usage in order to help us develop the website and our services and may provide such aggregate information to third parties. These statistics will not include information that can be used to identify any individual.

How will we use information about you

To comply with our legal and regulatory obligations.

To fulfil our legitimate interest, we use your personal data in order to deploy and develop our services and to defend our legal rights.

We collect personal information about you to provide you with the service you have requested and, if you agree, to email you about services we think may be of interest to you. We use your information collected from the website to personalise your repeat visit to our website.

We would like to send you information about services of ours that we believe may be of interest to you.

We may also wish to provide you with information about special features of our website or any other service or products we think may be of interest to you.

Drewery & Wheeldon Valuers & Auctioneers Ltd will not share your information for marketing purposes with individuals or companies without your permission.

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 and may place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times. We will also email you should we make any changes so that you may consent to our use of your information in that way.

If you have consented to receive marketing, you may opt out at any time. You have a right at any time to stop us from contacting you for marketing purposes.

If you no longer wish to be contacted for any purposes, please contact us at <u>enquiries@dreweryandwheeldon.com</u>.

How we protect your information

All personal data is stored securely in accordance with the EU General Data Protection Regulation (Regulation (EU) 2017/679) (GDPR).

The internet is not a secure medium. We use the most up to date technologies to protect the information you give us. We also keep your information confidential. The internal produces of Drewery & Wheeldon Valuers & Auctioneers Ltd cover the storage, access and disclosure of your information.

Owing to the global nature of the internet infrastructure, the information you provide may be transferred in transit to countries outside the European Economic Area that do not have similar protections in place regarding your data and its use set out in this policy. However, we have the steps outlined above to try to improve the security of your information.

How long we retain your information

Personal data will only be retained for as long as necessary for the purpose of processing. However, the retention periods can differ based on the purpose the data was provided, the requires of the business, and the lawful basis for processing. Within our business activities there are some legal requirements which apply to the retention of personal data, the minimum retention period is 12 months and the maximum retention period is 7 years from the date the transaction concluded.

In the absence of any legal requirements, data is to be deleted when:

the purpose for which is was provided is no longer valid the data subject has withdrawn consent the data is no longer up to date

Your rights as a user of this website

As a user you have the following rights:

A right to be informed about our collection and use of personal information;

A right of access to the personal information we hold about you;

A right to rectification if any personal information we hold about you is inaccurate or incomplete; A right to ask us to delete any personal information held about you unless we are obliged to retain the information for other legal reasons;

A right to restrict or prevent the processing of your personal information;

A right to data portability (obtaining a copy of your date to re-use with another service or organization);

A right to object to the use of your data for particular purposes.

If the business is sold

If this business is sold or integrated with another business your detail may be disclosed tour advisors and any prospective purchasers and their advisors and will be passed on to the new owners of the business.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behavior information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit <u>www.aboutcookies.co.org</u> or <u>www.allaboutcookies.org</u>

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

By email enguires@dreweryandwheeldon.com

Or write to us at Drewery & Wheeldon Property Consultancy, 124 Trinity Street, Gainsborough, Lincolnshire, DN21 1JD.

Complaints

All complaints will be handled under complaints policy, a copy of which is available by emailing <u>enquiries@dreweryandwheeldon.com</u>