

SEEKERS PRIVACY POLICY

This is the privacy notice of Sternway Properties Ltd t/a Seekers & Squire Properties Ltd t/a Seekers . In this notice “we” or “us” refers to Sternway Properties t/a Seekers and Squire Properties Ltd t/a Seekers.

our registered office is located at :

Seekers
53 High Street
Maidstone
Kent
ME14 1SY

Our company registration number are:

Sternway Properties Ltd T/A Seekers company registration number 02740860

Squire Properties Ltd T/A Seekers company registration number 03476064

This notice advises you of the information we record about you. It covers both information that could identify you and information that could not. All data is treated as personal data for the purposes of the Data Protection Act of 1998.

Information is retained to enable us to serve you better. We do not sell your information to any third parties.

Our policy is specific and strict. It complies with UK law. If you feel our policy does not cover your expectations, or we are failing to abide by our policy please advise us. Contact our data controller at :

nigel@seekersmaidstone.co.uk

The personal data we collect includes your name, telephone number(s), email and home address. This information assists us to personalise and continually improve your experience either in our office or when using our web site(s).

Should you have any issues with our policy we would ask that you leave our web site immediately.

Once you have registered with us we are in a better position to recommend specific properties or services of potential interest to you. This would include marketing services we think may benefit you. You can choose not to provide us with certain information , but if you do so then you may not be able to take advantage of many of the features contained in our web site.

You can choose to receive emails from us by signing up in our office or on line or by verbal request. The emails we send will include news items , special offers, information on upcoming events. To ensure we are providing information of interest to you , we may monitor whether you have opened a particular email and the images and/or links you click therein. You may unsubscribe at any time by clicking on the unsubscribe link at the bottom of any email message.

We shall not under any circumstances divulge your email address to any person who is not a employee or contractor of ours and who does not need to know generally or specifically.

We employ other companies and individuals to perform certain functions on our behalf. They only have access to the information needed to perform their functions, and only for the performance of those functions, but may not use it for other purposes.

We may share your data with mortgage advisors or mortgage providers, and conveyancing firms .

Web site usage - We may use software embedded in our web site to collect information about which pages you view and how you reach them, what you do when you visit a page, the length of time you remain on a page , and how we perform in providing content to you.

Business and personal Information - This includes all information given to us in the course of your business and ours, such as information you give us in your capacity as our client. We undertake to preserve the confidentiality of the information and of the terms of our relationship. It is not to be used for any other purpose. We expect you to reciprocate this policy.

We keep information which forms part of our business record for a minimum of six years. This may be for legal purposes, or to comply with HMRC requirements.

Complaining- When we receive a complaint, we record all the

information you have given to us. We use that information to resolve the complaint. If your complaint reasonably requires us to contact some other person, we may decide to give that other person some of the information contained in your complaint. This is a matter for our sole discretion as to whether we give information, and, if we do, what that information is.

We may also compile statistics showing information obtained from this source to assess the level of service we provide, but not in a way that could identify you or any other person.

Employment - If we employ you ,we collect information about you and your work from time to time throughout the period of your employment. This information will be used only for purposes directly relevant to your employment. After your employment has ended , we will keep your file for six years before destroying it or deleting it.

Marketing information- With your permission we pass your email address , phone number and name to selected associates whom we consider may provide services or products you may find useful. You may opt out of this service at any time by instructing nigel@seekersmaidstone.co.uk.

Third party information - Although we do not disclose your personal information to any third party (except as set out in this notice), we do receive data which is indirectly made up from your personal information, from software services such as Google Analytics and others. No such information identifies you.

Disclosure to Government and their agencies - Seekers are subject to the law like everyone else. We may be required to give information to legal authorities if they so request or if they have proper authorisation such as a search warrant or court order.

Processing of data - from time to time we may use outsourced services outside of the EU, or our web site may be hosted outside the EU. Therefor data obtained within the UK may be “ processed” outside the UK and data obtained in any other country may be processed within or outside that country.

AT ANY TIME YOU MAY REVIEW, REMOVE OR UPDATE THE PERSONALLY IDENTIFIABLE

INFORMATION THAT WE HOLD ABOUT YOU, BY CONTACTING US AT THE EMAIL OR ADDRESS BELOW.

TO BETTER SAFEGUARD YOUR INFORMATION, WE WILL ALSO TAKE REASONABLE STEPS TO VERIFY YOUR IDENTITY BEFORE GRANTING ACCESS OR MAKING CORRECTIONS TO YOUR INFORMATION.

nigel@seekersmaidstone.co.uk