

PRIVACY POLICY

We ask that you read this website privacy policy carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

Who we are

This website is operated by PWP Services Limited. We are property services and investment company with more details available at www.pwpservices.co.uk/ and click About Us.

We collect, use and are responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

Our website

This privacy policy relates to your use of our website, www.pwpservices.co.uk/ only.

Our collection and use of your personal information

We collect personal information about you when you *contact us or send us feedback*.

The personal information we collect about you depends on the particular activities carried out through our website. Such information includes:

- your name, address and contact details
- details of any feedback you give us by phone, email, post or via social media

- information about the services we provide to you

We use this personal information to:

- provide goods and services to you
- customise our website and its content to your particular preferences
- notify you of any changes to our website or to our services that may affect you
- improve our services

This website is not intended for use by and we do not knowingly collect or use personal information relating to children.

Our legal basis for processing your personal information

When we use your personal information we are required to have a legal basis for doing so. There are various different legal bases upon which we may rely, depending on what personal information we process and why.

The legal bases we may rely on include:

- **consent:** where you have given us clear consent for us to process your personal information for a specific purpose
- **contract:** where our use of your personal information is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract
- **legal obligation:** where our use of your personal information is necessary for us to comply with the law (not including contractual obligations)
- **legitimate interests:** where our use of your personal information is necessary for our legitimate interests or the legitimate interests of a third party (unless there is a good reason to protect your personal information

which overrides our legitimate interests)

Who we share your personal information with

We will not share your personal information with any other third party except for law enforcement or other authorities if required by applicable law.

Transfer of your information out of the EEA

We do not transfer your personal information outside of the United Kingdom.

Cookies and similar technologies

A cookie is a small text file which is placed onto your device (eg computer, smartphone or other electronic device) when you use our website. We use cookies and other similar tracking technologies such as on our website. These help us recognise you and your device and store some information about your preferences or past actions.

For further information on our use of cookies please visit www.aboutcookies.org or www.allaboutcookies.org.

Marketing

We would like to send you information about matters which may be of interest to you. Where we have your consent or it is in our legitimate interests to do so, we may do this by post, email, telephone, text message (SMS) or automated call.

You can unsubscribe at any time to receiving marketing information by contacting us at pwp_services@outlook.com

For more information on your rights in relation to marketing, see 'Your rights' below.

Your rights

Under the [General Data Protection Regulation](#) you have a number of important

rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your use personal information
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please email, call or write to us.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that can resolve any query or concern you raise about our use of your information however the supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/>.

Changes to this website privacy policy

This website privacy policy was published on 1/10/2018 and last updated on 1/10/2018.

We may change this website privacy policy from time to time.

How to contact us

Please contact us at pwp_services@outlook.com if you have any questions about this privacy notice or the information we hold about you.