

## **Privacy Policy**

**We only store data that is necessary and relevant to the services provided by our company. Any processing of your data is only done to provide or perform the services you have requested.**

### **We collect and process personal information from individuals:**

*Who are authorised to log in to their personal account on this website.*

*Who register on this website to receive marketing material.*

*The information collected includes your name, telephone number and email address together with other personal information that you may provide at the time of registration.*

### **Why we collect your personal data**

*We need to collect some personal data from you so that we can provide you with the services you have requested by registering on this website. We will not collect any personal data that we do not need to provide these services to you.*

### **What we do with your personal data**

We will use the data you have provided to match you to suitable properties and send you property marketing emails. We do not share your personal details with unaffiliated groups without your explicit permission. We may share some of your personal information with certain groups, e.g. affiliated third parties and contractors such as our database administrators, for the sole purpose of helping us provide property services to you. These groups do not share your personal information or use it for any purpose other than as instructed by us.

When you give Northwoods Residential your personal information, we take steps to ensure that your information is treated securely. Whilst we strive to protect your personal information, Northwoods Residential cannot guarantee the security of any information you transmit to us across the internet and you do so at your own risk. The safety and security of your information also depends on you. Where you have a password to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

### **Where your data is stored**

*The data that we collect from you via this website is stored on servers which are hosted in a secure location in England UK.*

### **How long we will keep your personal data**

*Northwoods Residential retain any personal information you have provided through this website for as long as is needed to provide you with an appropriate level of service, or until you request that it is deleted. Even if we delete your personal information it may persist on back-up or archival media for legal, tax or regulatory reasons.*

### **Our lawful basis for processing your personal data**

*When you register on this website and we collect your personal data, our lawful basis for processing your data will be our "Legitimate Interest" in providing you with property marketing information and/or services that you have requested by registering on this website.*

## **Submitting registration information**

*The site registration forms require you to supply contact information: your name, telephone number, and email address. By submitting the registration information via this website, you agree that Northwoods Residential can use this information to match your property requirements and contact you. If you register on this website, we will keep a record of that correspondence. This website also includes Contact Us forms where you specify your preferred method of contact. Whether this constitutes a registration will depend upon the further details that you provide.*

## **Your rights**

### **You have the right:**

*To be informed*

*Of access*

*To rectification*

*To erasure*

*To restrict processing*

*To data portability*

*To object in relation to automated decision making and profiling.*

*If you believe that the personal data we hold about you is incorrect you have the right to request in writing a copy of this data, free of charge, and have it corrected, restricted or deleted. If you wish to complain about the way we handle your personal data you can contact us to have the matter investigated. If you are not satisfied with our response or you believe that we are not processing your personal data in accordance with the law you have the right to complain to the Information Commissioners Office.*

## **Removal from list**

*You may remove your information from the registration list and opt out of future marketing communications from Northwoods Residential by sending an email to [info@northwoods.co.uk](mailto:info@northwoods.co.uk). The subject line should contain only one word: REMOVE*