



BRICKFIELD SURVEYORS LTD.  
39 GUILDFORD ROAD  
LIGHTWATER, SURREY GU18 5SA  
07741 855255  
ADMIN@BRICKFIELDSURVEYORS.CO.UK  
COMPANY # 11095926

## PRIVACY NOTICE

BRICKFIELD SURVEYORS LTD IS COMMITTED TO PROTECTING YOUR PRIVACY AND THIS NOTICE SETS OUT HOW WE HANDLE AND PROCESS YOUR PERSONAL DATA.

IN THIS PRIVACY NOTICE THE TERMS 'BRICKFIELD SURVEYORS', 'WE' 'US' AND 'OUR' ARE REFERENCES TO BRICKFIELD SURVEYORS LTD, COMPANY NUMBER 11095926, HAVING A REGISTERED OFFICE ADDRESS OF 39 GUILDFORD ROAD LIGHTWATER, SURREY GU18 5SA.

THIS PRIVACY NOTICE SETS OUT THE BASIS ON WHICH ANY PERSONAL DATA WE COLLECT FROM YOU OR THAT YOU PROVIDE TO US WILL BE PROCESSED BY US. PLEASE READ THE FOLLOWING CAREFULLY TO UNDERSTAND OUR VIEWS AND PRACTICES REGARDING YOUR PERSONAL DATA AND HOW WE WILL TREAT IT, INCLUDING:

- SERVICES
- WHY DO WE PROCESS YOUR DATA?
- WHAT LAWFUL BASIS DO WE HAVE TO PROCESS YOUR PERSONAL DATA
- WHAT INFORMATION IS BEING COLLECTED?
- WHAT DO WE DO WITH THE INFORMATION WE RECEIVE?
- DATA RETENTION
- DISCLOSURE OF INFORMATION
- LINKS TO THIRD PARTY SITES
- DATA PRIVACY AND SECURITY
- DATA PROTECTION INFORMATION
- YOUR RIGHTS
- CONTACT

YOUR PRIVACY IS IMPORTANT TO US, AND WE ARE COMMITTED TO KEEPING YOUR INFORMATION SECURE AND MANAGING IT IN ACCORDANCE WITH OUR LEGAL RESPONSIBILITIES UNDER APPLICABLE DATA PROTECTION LAWS. BECAUSE WE ARE ONLY PROCESSING PERSONAL DATA FOR OUR CORE BUSINESS PURPOSES, WE ARE NOT REQUIRED TO REGISTER WITH THE UK INFORMATION COMMISSIONER'S OFFICE (ICO).

BRICKFIELD SURVEYORS IS A PROVIDER OF RESIDENTIAL, COMMERCIAL AND DEVELOPMENT PROPERTY SURVEYING SERVICES.

WHEN OUR BUSINESS RECEIVES INSTRUCTIONS TO VALUE OR SURVEY PROPERTIES FOR RESIDENTIAL OR COMMERCIAL PURPOSES FROM MEMBERS OF THE GENERAL PUBLIC, THE MEMBER OF THE PUBLIC IS OUR DIRECT CUSTOMER.

BRICKFIELD SURVEYORS WILL ONLY PROCESS PERSONAL DATA IT RECEIVED AND COLLECTS IF IT HAS A LAWFUL BASIS FOR PROCESSING IT. BRICKFIELD SURVEYORS' LAWFUL BASIS FOR PROCESSING PERSONAL DATA IS THAT IT HAS A LEGAL OR CONTRACTUAL OBLIGATION WITH ITS EMPLOYEES, CLIENTS AND CUSTOMERS WHICH MAKES IT NECESSARY FOR THE PROCESSING OF PERSONAL DATA TO TAKE PLACE.

WE MAY COLLECT PERSONAL INFORMATION FROM YOU IN CONNECTION WITH YOUR USE OF OUR SERVICES, INCLUDING:

- YOUR NAME AND CONTACT INFORMATION, INCLUDING YOUR EMAIL ADDRESS AND TELEPHONE NUMBER.
- ADDITIONAL INFORMATION IF YOU DECIDE TO USE OUR VALUATION OR SURVEYING SERVICES, INCLUDING PERSONAL INFORMATION SUCH AS:
  - THE FIRST LINE OF YOUR ADDRESS AND PROPERTY POSTCODE.
  - THE TYPE OF PROPERTY I.E HOUSE, FLAT, BUNGALOW, COMMERCIAL PROPERTY.
  - WHEN THE PROPERTY WAS BUILT.
  - HOW MANY BEDROOMS THE PROPERTY HAS.
  - THE ESTIMATED VALUE OF THE PROPERTY.

THE PERSONAL INFORMATION THAT YOU PROVIDE WILL BE RETAINED BY US IN ACCORDANCE WITH APPLICABLE LAWS AND OUR INTERNAL RETENTION POLICY. HOWEVER, WE WILL TAKE REASONABLE STEPS TO DESTROY OR DE-IDENTIFY PERSONAL INFORMATION WE HOLD IF IT IS NO LONGER NEEDED FOR THE PURPOSES SET OUT ABOVE. WE WILL ONLY HOLD YOUR PERSONAL INFORMATION ON OUR SYSTEMS FOR UP TO 15 YEARS IN ACCORDANCE WITH OUR REGULATORS GUIDELINES (THE ROYAL INSTITUTE OF CHARTERED SURVEYORS) AND FOR THE RELEVANT PURPOSES FOR WHICH IT WAS COLLECTED.

THE INFORMATION YOU PROVIDED TO US WILL BE HELD ON OUR COMPUTERS IN THE UNITED KINGDOM AND MAY BE ACCESSED BY OR GIVEN TO OUR STAFF TO FULFIL THEIR DUTIES IN THE PROVISION OF THE SERVICE YOU HAVE REQUESTED FROM US.

WE MAY ALSO DISCLOSE YOUR INFORMATION TO THE THIRD PARTIES LISTED BELOW FOR THE FOLLOWING PURPOSES:

- OUR ADVISERS (STAFF) FOR THE PURPOSES OF ASSISTING US TO BETTER MANAGE, SUPPORT OR DEVELOP OUR BUSINESS AND COMPLY WITH OUR LEGAL AND REGULATORY OBLIGATIONS.
- THIRD PARTIES AS NECESSARY IN THE EVENT OF A PROFESSIONAL INDEMNITY CLAIM OR DISPUTE RELATING TO THE USE OF OUR SERVICES.
- SERVICE PROVIDERS SUCH AS OTHER SURVEYING FIRMS AND OTHER SURVEYORS IF WE ARE INSTRUCTED TO USE THEM AS PART OF A CONTRACT WITH A LENDER CLIENT WHO NEED TO KNOW THE INFORMATION IN ORDER TO PROVIDE US OR YOU WITH A PRODUCT OR SERVICE.

- LAW ENFORCEMENT BODIES AND/OR OTHER REGULATORY ENTITIES IN ORDER TO COMPLY WITH ANY LEGAL OBLIGATION OR COURT ORDER.

YOU HAVE THE RIGHT TO REQUEST COPIES OF THE PERSONAL DATA WE HOLD AND CONTROL RELATING TO YOU AND DETAILS OF HOW WE USE THIS INFORMATION. UPON REQUEST AND WHERE RELEVANT AND APPLICABLE TO THE GENERAL DATA PROTECTION REGULATION, PLP PROPERTY CONSULTANTS LIMITED WILL COMPLY WITH YOUR REQUEST WITHIN 30 DAYS OF YOUR REQUEST. YOU ALSO HAVE THE RIGHT, IF YOU THINK ANY OF THE PERSONAL INFORMATION WE HOLD ABOUT YOU IS INACCURATE TO REQUEST THAT IT IS CORRECTED OR ERASED. YOU ALSO HAVE THE RIGHT TO REQUIRE US TO STOP PROCESSING YOUR PERSONAL INFORMATION AND/OR WITHDRAW YOUR AGREEMENT TO PROCESSING BASED ON 'CONSENT' UNLESS WE HAVE A LEGAL JUSTIFICATION FOR DOING SO.

IF YOU HAVE ANY QUESTIONS OR COMMENTS ABOUT OUR PRIVACY NOTICE OR IF YOU WISH TO EXERCISE YOUR RIGHT TO ACCESS, CORRECTION OR ERASURE OF YOUR RIGHT TO ASK US TO STOP PROCESSING YOUR INFORMATION MENTIONED YOU CAN CONTACT US EITHER BY TELEPHONE, EMAIL OR IN WRITING WHICHEVER YOU PREFER.

- 07741 855255
- E-MAIL: ADMIN@BRICKFIELDSURVEYORS.UK.COM
- POST: 39 GUILDFORD ROAD LIGHTWATER, SURREY GU18 5SA