



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

## PRIVACY POLICY

BRICKFIELD SURVEYORS LTD IS COMMITTED TO PROTECTING YOUR PRIVACY AND THIS NOTICE SETS OUT HOW WE HANDLE AND PROCESS YOUR PERSONAL DATA. WE ARE REQUIRED UNDER DATA PROTECTION TO NOTIFY YOU OF THE INFORMATION THAT WE HOLD ABOUT YOU.

IN ORDER THAT WE CAN PROVIDE OUR SERVICES TO YOU, WE WILL COLLECT, STORE AND USE SOME OF THE FOLLOWING CATEGORIES OF PERSONAL INFORMATION ABOUT YOU DEPENDING ON YOUR INSTRUCTIONS AND THE SERVICES WE PROVIDE:

- NAME, TITLE, ADDRESSES, TELEPHONE NUMBERS, PERSONAL EMAIL ADDRESSES.

WE DO NOT COLLECT, STORE OR USE MORE SENSITIVE PERSONAL DATA.

WE NEED ALL OF PERSONAL DATA ON THE LIST ABOVE TO ENABLE US TO PERFORM OUR CONTRACT WITH YOU, PROVIDE SERVICES TO YOU AND ENABLE US TO COMPLY WITH OUR LEGAL OBLIGATIONS.

WE WILL ONLY RETAIN YOUR PERSONAL DATA FOR AS LONG AS NECESSARY TO FULFIL THE PURPOSES FOR WHICH WE COLLECTED IT.

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).

A PRIVACY NOTICE CAN BE SENT TO YOU UPON REQUEST.

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