

BAILEY PARTNERS PROPERTY HUB

PRIVACY POLICY

Bailey Partners Property Hub is committed to protecting and respecting your privacy.

The purpose of this Privacy Policy is to explain how we use any personal data we collect about you, the rights you have over any personal data we hold about you, and to tell you about the policies and procedures we have in place to respect your privacy and keep your personal data secure.

This Privacy Policy applies to you if you use our services over the telephone, by post, through our website, via email or by interacting with us through our social media.

About us

Bailey Partners Property Hub is a home and commercial property consultancy service.

Our contact details

If you have any comments or questions about this Privacy Policy or our data processing practices, please address them to us at: hello@baileypartners.co.uk.

Data controller

Bailey Partners Property Hub is the data controller responsible for the processing of your personal data when using this website.

The information we collect about you

We collect and process the following information about you:

- Information you provide to us. You can provide us with information about you by communicating with us through letter, email, telephone or otherwise. The information you provide to us may include your name, business details, address, email address, telephone and any other information you choose to provide.
- Information we collect about you. Currently, we collect no information about you through our website or social media. Should this change in the future we will amend this policy and advise you accordingly.
- Information we receive from other sources. Currently, we collect no information about you through other sources. Should this change in the future we will amend this policy and advise you accordingly.

How we use your personal information

We will process your personal data on the legal basis that it is necessary for our legitimate interests where such interests are not overridden by your own interests or fundamental rights and freedoms. Our legitimate interests include processing your enquiry in order to offer our services, keeping you up to date with news, articles and invitations and continuing to improve our website for the benefit of its visitors.

Any communications from us of a marketing or advertising nature will provide for the opportunity to opt-out of receiving further messages. However, we will at all times remain responsible for and control the use of your information.

We do not process your personal data outside of the United Kingdom.

We use personal information about you for the following purposes

- Providing services to you. We use your personal information to provide you with information and services that you request from us.
- Marketing and advertising. We use your personal information to provide you with information about services that we think will interest you.
- Service improvements. We may use your personal information to tell you about changes to our services.

The legal basis for processing your personal information in these ways is typically one of the following:

- Consent. You have consented to us using your personal information for this purpose. You can withdraw this consent at any time by emailing us at: hello@baileypartners.co.uk.

- Performance of a contract. It is necessary for us to process your personal information to perform a contract with you, or for us to take steps on your instruction prior to entering into a contract with you.
- Legitimate interests. It is within our legitimate interests to use your personal information for this purpose to provide and promote our services and to protect our business.
- Legal obligations. It may, on occasion, be necessary for us to process your personal information in order to comply with the law.

Sharing your personal information

- Our business partners, suppliers and subcontractors. We may provide your personal information to our business partners, suppliers and subcontractors who are providing services to us, or where necessary to provide a service you have requested.

We may also share your personal information in order to obtain professional advice, or to comply with a legal obligation or a request from law enforcement or another regulatory body.

Storing your personal information

We will store your personal information for as long as is necessary for the purpose for which it is processed.

These periods will vary depending on the nature of the information and your interactions with us.

Your rights

You have the right to tell us not to use your personal information for marketing purposes. You can do this at any time by emailing us at: hello@baileypartners.co.uk.

UK data protection law also gives you the right to access your personal information, to object to the use of your personal information for certain purposes, and the right to erase, restrict or receive a machine readable copy of your personal information. You can do this at any time by emailing us at: hello@baileypartners.co.uk.

We will comply with the law in responding to your requests. This means that there may be some legal reasons why we cannot comply with all requests.

Links to other websites

Our website may contain links to other websites that are not run by us. If you follow a link to another website, please note that other websites have their own privacy policies and we are not responsible for those policies or other websites' content. You should check these privacy policies before submitting any personal information to these websites.

Data security and data breaches

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, consultants, agents and professional advisers who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

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

Third parties

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow third parties to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

This website may include links to third-party websites and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-

party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

Data retention and deletion

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal requirements.

We may retain your personal information for a longer period in the event of a complaint, if we reasonably believe there is a prospect of litigation in respect of our relationship with you, if you explicitly ask us to do so or (in the case of your contact details) if we have an ongoing relationship on other matters which would require us to remain in contact.

When our data retention period has elapsed, we will securely destroy the personal data held about you.

Your legal rights

In certain circumstances you have the right to:

Ask us for a copy of any personal information held about you.

Request correction of the personal information that we hold about you.

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.

Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal information to another party.

At all times you have the right to unsubscribe to any direct marketing you have previously signed up to.

If you wish to exercise any of the rights set out above or would like further information about your rights, please contact us at: hello@baileypartners.co.uk.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Contacting us

If you have any questions about this Privacy Policy, GDPR or the way we handle your personal information, please contact us by email at hello@baileypartners.co.uk addressed to the Data Controller.