

Grasscroft Property Company Limited Privacy Policy

This privacy policy sets out how Grasscroft Property Company Limited uses and protects any information that you provide to Grasscroft Property Company Limited . We may collect the information when you:

- Use our website.
- Respond to a consultation.
- Engage with a member of our team.
- Engage with us via electronic communications.
- Contact us by telephone.

Grasscroft Property Company Limited is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified then you can be assured that it will only be used in accordance with this privacy statement.

Grasscroft Property Company Limited may change this policy from time to time by updating this page. You should check this page occasionally to ensure that you are happy with any changes. This policy is effective from 10th October 2018.

The Information We May Collect

We may collect the following information from you:

- Name and job title or profession
- Contact information; this may include postal, email address and/or telephone number.
- Demographic information such as postcode and/or preferences
- Information relevant to the services we offer

The lawful basis for the collection and processing of your personal data is:

- Contract – you may have engaged Grasscroft Property Company Limited to provide a service on your behalf
- Legitimate interest
- Consent to contact you

What We Do With The Information We Gather?

We require information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- We may use the information to improve our services
- We may periodically send promotional communications about new products, special offers or other information which we think you may find interesting. This might be via email, direct mail or telephone.

Grasscroft Property Company Limited intends to keep data collected for anything up to five years in order to maintain contact with you. We validate this time period, as we believe that in this time changes may occur and you may again require our services.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How We Use Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of our website.

Links To Other Web Sites

Our website may, from time to time, contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over other websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. Caution should be exercised and the privacy appropriate statement applicable to the website in question should be viewed.

Storing Your Personal Information

You may choose to restrict the collection or use of your personal information in the following ways:

- You may choose to fill in our contact form on the website; please look for the box that you can click to indicate if you consent for the information you choose to submit about yourself to be used for direct marketing purposes.
- You have the right to request the information we hold on you. If you would like to make a data access request, you can do this by writing to our office or emailing land@grasscroftproperty.com or by telephone on 0161 622 0666
- You also have the right to be forgotten and request that we delete your data from all our systems.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may pass on your personal information to consultants and/or other companies who are working with us to provide your service. Your information is only passed on to other consultants and/or companies pertinent to providing your outcome. Permission is generally sought from yourself, prior to sharing this information.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Grasscroft Property Company Limited, Heyside House, Blackshaw Lane, Royton, Oldham, OL2 6NS

If you believe that any information we are holding on you is incorrect or incomplete, please write to us or email us as soon as possible, at the above address. We will promptly update your information where appropriate.

Your Acceptance of These Terms

By using our web site, you signify your acceptance of this policy.