

ANGLO PROPERTIES LTD

CUSTOMER PRIVACY POLICY

OVERVIEW

Anglo Properties Ltd is committed to respecting your privacy rights. We pledge to handle your data fairly and legally at all times. We are also dedicated to being transparent about what data we collect about you and how we use it.

Our customers trust us with their personal information and expect us to protect and use it appropriately. We take our commitment to privacy seriously and hold ourselves to a high standard.

This policy provides you with information about:

- What personal data we collect;
- How your information is used;
- Who we share your information with
- How long we store your information; and
- Your legal rights relating to your personal data.

1. What personal data we collect

You may share with us your name; contact telephone number and your email address.

We may in the course of providing our services to you, collect further information from you, which may include (but is not limited to) your bank details, your company's details, your date of birth. You may as our customer, provide us with sensitive and personal data and information. Any information we hold is volunteered by you.

We collect this information when you contact us to make an enquiry or as a customer. This may be via our website, by email, in person or by telephone.

2. How your information is used

We collect and use your information to:

- Make contact with you
- Produce work/provide a service requested by you
- To keep a record of our customers
- Banking transactions
- Where we believe it is necessary to use your information to comply with a legal obligation to which we are subject to

3. Who we share your information with

Any information you provide is confidential. We may disclose your personal information to third parties where necessary, for example:

- If we are under a duty to disclose or share your personal information to comply with any legal obligation to which we are subject to.
- In response to a request from a governmental authority
- If we sell our business.
- We do not share your personal details to any other third party unless you instruct us to, nor would we ever sell your information.

4. How long we store your information

We only keep your personal information for as long as is necessary for us to fulfil the purposes that we describe in this policy. We also keep information to comply with a legal obligation to which we are subject to.

5. How your personal data is protected

We are committed to protecting your personal information. We use appropriate technical and organisational measures to protect your information and privacy and review those regularly.

6. Your legal rights

- Data Protection legislation gives you the right to access information held about you. Your right of access can be exercised in accordance with the law.
- You may ask us to delete personal information about you. We may decline this request only if it is needed for our records to fulfil a legal obligation.
- If you have any questions about this privacy policy or our treatment of your personal information, you may contact us at any time via email at info@angloproperties.com, or by post to: **Anglo Properties Ltd, 78 Beckenham Road, Beckenham, Kent BR3 4RH**. You also have a right to complain to the Information Commissioner's Office.

Anglo Properties Ltd, registration no 2858937.