



Privacy policy

Kilpatrick & Co are committed to maintaining the trust and confidence of our clients, applicants, fellow agents and visitors to our website. Kilpatrick & Co has not (and never will) sell, rent or trade email lists to other companies, agencies or businesses for marketing purposes. We will only use our marketing lists for legitimate business purposes. In this Privacy Policy we have provided information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

Any questions regarding this policy and our privacy practices should be sent to post@kilpatrick-cpc.co.uk Alternatively, please call our office on **(01793) 643101**

Who we are

We are Kilpatrick & Co, a UK based RICS regulated firm of chartered surveyors & commercial property consultants providing commercial property advice.

The type of data we collect

The personal information we collect from you may include your full name, email address, home address, telephone numbers, your job title or job description, and any property preferences or requirements.

MAILING LISTS

When we electronically send marketing material or a newsletter these are sent 'in house'. We do not gather statistics around email opening and clicks.

You can unsubscribe to any of our general mailings by simply responding to any email from us and replacing the title field with 'Unsubscribe'. You will then be omitted from further mailings and you have the right to ask for your data to be erased.

THIRD PARTIES

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We may pass your information to agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you (for example, issuing *heads of terms*, instructing solicitors and or other associated professionals like a specialist surveyor or builders (etc.) on your behalf.). However we will take steps with the aim of ensuring that your privacy rights continue to be protected at all times.

Anti-money laundering

In order to comply with the requirements of the Anti-Money Laundering regulations, we may be required to obtain evidence to verify your identity. The required evidence may include copies of passport or other identification documents. We will retain this information for the duration of any negotiation and for 7 years post completion of the transaction.

How is your information used?

We may use your information to:

- Send you information regarding property sales
- Provide you with property market research emails
- Provide you with news and information about Kilpatrick & Co and our services.

Access to your personal information

The accuracy of your information is important to us. You are entitled to view, amend or delete the personal information that we hold. If you change email address, or any of the other information we hold is inaccurate or out of date, please email your update to post@kilpatrick-cpc.co.uk or write to us at Kilpatrick & Co, Delta 602, Delta Office Park, Welton Road, Swindon, Wiltshire, SN5 7XF.

You have the right to ask for the information that we hold about you. Please use the contact details below to do so.

Kilpatrick & Co, Delta 602, Delta Office Park, Welton Road, Swindon, Wiltshire, SN5 7XF.