

## **OUR PRIVACY POLICY**

We believe it is very important to respect the privacy of individuals. By submitting your data to us, it is assumed that you have given us your permission to use your data under the terms of this policy. Where we collect information, we are doing so to enable us to offer you our services, both on the website and in the rest of our operations. If any of the information we hold about you is inaccurate we will correct this as soon as you inform us. We will hold the information you provide on our database and ensure that it is secure.

### **THIS PRIVACY POLICY COVERS:**

- The information we collect and how we use it
- Who will have access to the information
- Technical information, including the use of Cookies
- Access to your personal information
- Other websites
- Data protection
- How to contact us

### **THE INFORMATION WE COLLECT AND HOW WE USE IT**

To use our website, you only need to provide your personal contact details when requesting any of our services. We will ask you for your email address, postal address and telephone number if you want us to reply to any requests for information i.e. clarify a particular query, resolve any problems with services, supply details of any product or service within the WN Properties group, cross check any information that we receive with that held on our database, to receive up to date information, newsletters and other communications. To stop receiving email communication, you can follow the directions in the email or contact us directly using the details below.

### **WHO WILL HAVE ACCESS TO THE INFORMATION?**

We may need to share your information with our service providers and agents for the purposes set out in this privacy policy. To opt out, please contact us using the details below.

Please note, WN Properties does not sell personal databases to third parties. We may follow up some responses by phone or email.

### **SHARING INFORMATION**

We may share information with third parties where appropriate, for example, conveyancers, chain related estate agents, landlords, utility providers, sub contractors, service providers, reference Surveyors, DPS, TPO, AML, HMRC, court order or the prevention of fraud or crime.

### **TECHNICAL INFORMATION**

Like most websites, our server provider, Websky Limited (Expert Agent), gathers limited information about you during a session, including your IP address and domain name from which you are accessing the server.

## **USE OF COOKIES**

Websky Limited (Expert Agent) <http://www.expertagent.co.uk/privacy-cookies/> may store some information (commonly known as a "cookie" on your computer when you look at our Site. This information facilitates your use of our Site and helps us to provide you with the best level of service. For example, cookies ensure that you do not need to re-enter your details every time you visit our website. You can erase or block cookies from your computer if you want to (your help screen or manual should tell you how to do this), but certain services may not work correctly or at all if you set your browser not to accept cookies.

## **OTHER WEBSITES**

Our website and emails may contain links to other websites. We are not responsible for the content or practices of these other sites and we recommend that you check their own privacy policies. No data transmission over the internet can be guaranteed 100% secure. By completing our online registration, you agree to all the terms set out in our privacy policy and you do so at your own risk. WN Properties cannot ensure or warrant the security of any information you send to us.

## **DATA PROTECTION**

This privacy statement forms part of WN Properties commitment to the principles of the Data Protection Act 1998. You can get a full copy of our data protection policy from WN Properties' Data Protection Officer.

## **CONTACT US**

If you have any questions or concerns about this policy, please contact:

Data Protection Officer  
WN Properties  
148 Hutton Road  
Shenfield  
Brentwood  
Essex. CM15 8NL  
admin@wnproperties.co.uk  
01277 225191