

# Website Privacy Policy

Solicitors | Notaries Public | Estate Agents

Anderson & Goodlad ("A&G") does not collect personal information about you if you simply access its website and search or browse. It does collect personal information when you use additional facilities, such as, requesting a Home Report or requesting to join our mailing list. Additionally, it collects personal information if you use the "Contact Us" link from our website.

At A&G we take privacy very seriously. This policy sets out details of the personal information we collect and the ways in which we may use that information.

#### What information we collect

We collect only the personal information which you choose to give us. Some facilities that we offer will work satisfactorily with you giving us no more than your e-mail address. Others are possible only if we also have a name and address or, in some cases, a telephone number. If you have reservations about giving any personal information you do not need to give it although this may limit the facilities that you can access.

#### How we use personal information

We may use personal information given by users of A&G's website for the following purposes:-

- Sending you information that you have requested, such as, properties coming on the market or meeting search criteria that you have set.
- Checking the correct operation of contact information and e-mail systems.
- Contacting you to ask for your help in research or surveys to improve our services to you.
- Analysing usage with a view to enhancing the services offered and improving the online experience.
- When necessary, as mentioned below, passing information to third parties.

We will not use any contact details or other personal information collected for purposes of any general mailing list (postal or electronic).

#### **Passing details to Third Parties**

We will not disclose the information we receive from you to unconnected third parties and will not use it for purposes of any general mailing list (postal or electronic) of our own. If you contact us to request a viewing or a Home Report we may pass your name, address, e-mail address and phone number (if we have it) directly to the Seller of the property. If you have accessed a Home Report we may pass your name, address, e-mail address and phone number (if we have it) to the Surveyors who provided the Survey Report element.

#### Third party websites

Our Privacy Policy inevitably cannot apply to third party sites that you may access from our website. We offer links to other sites which we hope will be of interest but we make no representations whatsoever about any other website which you may access. We check from time to time that the links which we give remain valid but they can, of course, change. We ensure that our website cannot pass on viruses or other elements which may damage your PC or the data carried on it but we cannot guarantee the soundness of websites to which we offer links or of other websites accessed from them. Nor does our offering a link to a particular website imply any endorsement by A&G of the accuracy of the information given there or any onward links. If on visiting a linked site you are invited to give personal information then, as the handling of the information that you may give will not be covered by our privacy policy, it may be in your interests to check the privacy policy of the operator of the linked site.

## Updating and amending your personal information

As a user, you control the accuracy of your personal information. If, at any time, you wish to verify, update or amend the personal information you have given A&G you can do so by contacting us and advising what needs to be changed. If you wish the personal information held about you in relation to A&G to be completely removed by us, we will do that on receipt of a specific request to this effect.

## **Changes to Privacy Policy**

We recognise the importance of privacy to our users and will keep this policy under review. Any changes made from time to time will be posted on our website.

## Consent

By disclosing your personal information to us or by continuing as a user of A&G's website, you indicate your consent to the collection, storage, processing and use of your personal information by A&G as laid out in this Privacy Policy.

#### **Data Protection Act**

A&G is registered under the Data Protection Act and nothing in this Privacy Policy detracts from A&G's obligation to comply with the Act and any regulations thereunder.

## **Comments and Questions**

If you have any comments or questions please do not hesitate to contact us.

E: solicitors@anderson-goodlad.co.uk www.anderson-goodlad.co.uk