

Residential Lettings & Property Management

# **Privacy Policy**

This privacy policy sets out how Luv2let.com uses and protects any information that you give Luv2let.com when you use this website.

Luv2let.com is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Luv2let.com may change this policy from time to time by updating this page. You should check this page periodically to ensure you are happy with any changes. This policy is effective from 25<sup>th</sup> May 2018.

### What we collect

We may collect the following information:

- Name.
- Contact information including email address.
- Demographic information such as postcode, preferences and interests.
- Other information relevant to customer enquiries.

### What we do with the information we gather

We require this 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 information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website to your interests.

# 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.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer.

### Links to other websites

Our website may 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 that other website. 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. You should exercise caution and look at the privacy statement applicable to the website in question.

# **Controlling your personal information**

You have the right to restrict the collection or use of your personal information, please inform Luv2let.com if you do not want any of the information to be used by anybody for direct marketing purposes.

If you have previously agreed to us using your personal information for the direct marketing purposes, you may change your mind at any time by writing to us at Luv2let.com 113 High street, Wolstanton, Newcastle-under-Lyme, Staffordshire, ST5 0EP or emailing us at enquiries@luv2let.com

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are requires by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen. We will only hold your personal information for as long as it is relevant and necessary.

You may request details of personal information which we hold about you under the General Data Protection Regulation. A small fee will be payable. If you would like a copy of the information held on you please write to Luv2let.com 113 High Street, Wolstanton, Newcastle-under-Lyme, Staffordshire, ST5 0EP.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect/incomplete.