

PRIVACY POLICY MAY 2018

Fawcett Mead are committed to maintaining the trust and confidence of our clients, fellow agents and visitors to our website. We want you to know that Fawcett Mead is not (and never will be) in the business of selling, renting or trading email lists (in isolation) to other companies and businesses for marketing purposes. We will only use our marketing list for legitimate business purposes. In this Privacy Policy we've provided lots of detailed 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 info@fawcettmead.co.uk. Alternatively, give us a call on 0207 182 7480.

WHO WE ARE?

We are Fawcett Mead, a UK based firm of chartered surveyors providing commercial property investment and occupational advice.

THE TYPES OF DATA WE COLLECT

The personal information we collect from you might include your name, email address, address, telephone numbers, social media handle, your job title or job description, website browsing behaviour and property preferences.

Cookies

The Fawcett Mead website (www.fawcettmead.co.uk) uses cookies. Cookies are small data files on your computer or handheld device. The use of cookies is standard practice for all websites and allows our website to recognise you when you visit. The cookies are essential for helping us deliver a high quality website. Some cookies collect statistical information about your browsing behaviour. You can switch off cookies by setting your browser preferences – but this may result in a loss of functionality when using our website.

Google Analytics

When someone visits www.fawcettmead.co.uk we use a third party service, Google Analytics to collect standard internet log information and details of visitor behaviour patterns. We do this to find out such things as the number of visitors to the various parts of our website. This information is only processed in a way that does not identify anyone.

Mailing lists

When we electronically send marketing material or a newsletter we will often use a third-party provider, Digi-products to deliver the email. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our newsletter. Digi-products is fully GDPR compliant and for more information please review Digi-products privacy notice [here](#). You can unsubscribe to any of our general mailings by clicking the unsubscribe link at the bottom of every marketing email we send you.

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 our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example, to send investment sales brochures via email or post). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. We would only release your information to a third party outside of this if required to do so legally, for example, to comply with a legal obligation or to enforce or apply our terms of use or to protect

the rights, property or safety of our clients. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

Antimoney laundering

In order to comply with the requirements of the Anti-Money Laundering regulations in force, we will be required to obtain evidence to verify your identity. The required evidence may include sight 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 property market research and thought leadership emails
- Provide information about Fawcett Mead, our latest deals and information about the team.

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 request to info@fawcettmead.co.uk or write to us at Fawcett Mead, 7-8 Conduit Street, London, W1S 2XF. Alternatively, you can call us on 0207 182 7480. You have the right to ask for the information that we hold about you. Please use the contact details above to do so.

CHANGES TO THIS PRIVACY NOTICE

We keep this Policy under regular review. This Policy was last updated in May 2018.