



**Hallworth
Residential Survey
Chartered Surveyors**

Privacy Notice

**Hallworth Residential Survey
PO Box 310
Congleton
Cheshire
CW12 9AB**

**01260 289383
info@hallworthresidential.com**

We are committed to protecting and respecting your privacy. This notice sets out the basis on which any personal data we collect will be processed by us. Please read this Privacy Notice carefully to understand our views and practices and your rights regarding your personal data. By visiting any of our websites (www.hallworthresidential.com; www.hallworthresidentialsurvey.com) you are accepting and consenting to the practices described in this notice.

For the purpose of data protection legislation, the data controller is:

Name: Stuart Hallworth
Address: Hallworth Residential Survey, PO Box 310, Congleton, Cheshire, CW12 9AB
E-mail: stuart@hallworthresidential.com
Telephone: 01260 289383

Your personal data – what is it?

Personal data means any information relating to an identifiable person who can be directly or indirectly identified from the information. This includes personal details such as name, address, e-mail address and telephone numbers.

Where we collect personal information

Direct from you or your representatives at the time your instruction for our service is taken.

How do we use your personal data?

We use your personal data for the purpose of providing our Service as your surveyor. We will only use your personal data to fulfil a legal or contractual obligation, if there is a legitimate business interest or where you agree to it.

How long do we keep your personal data?

We keep information only for as long as we need it to provide our Service or as required by law and to comply with regulatory and contract requirements.

Sharing your personal data

We may share your personal data, in the normal course of supplying our Service, with:

- estate agents (in connection with arranging access to a property),
- mortgage advisers (where they are acting on your behalf),
- solicitors / legal advisers (where acting on your behalf or if a referral is requested),
- contractors for repair works (if a recommendation is requested by you) e.g. damp proofing.
- other professionals or specialists for further investigations (if requested by you) e.g. structural investigations.

We do not sell your personal data to any Third-Party.

Transfer of personal data abroad

We do not transfer your personal data outside of the UK.

Your rights and your personal data

You have the following rights with respect to your personal data: -

- object to us processing it. We will either agree to stop processing or explain why we are unable to (the right to object),
- ask us to update or correct your personal data to ensure its accuracy (the right of rectification),
- ask us to delete your personal data from our records if it is no longer needed for the original purpose (the right to be forgotten),
- ask us to restrict the processing of your personal data in certain circumstances (the right of restriction),
- ask for a copy of your personal data we hold, subject to certain exemptions (a data subject access request),
- ask for a copy of your personal data, so it can be used for your own purposes (the right to data portability),
- ask us, at any time, to stop processing your personal data, if the processing is based only on individual consent (the right to withdraw consent).

If you wish to exercise any of these rights, please contact Stuart Hallworth. If you are not satisfied with our processing of your personal data, you have the right to complain directly to the Information Commissioner's Office. We encourage individuals to come to us in the first instance.

Changes to our Privacy Notice

If we make changes to this notice we will provide an updated version at the earliest opportunity.