

## **PRIVACY STATEMENT**

### **IAN MACKLIN & COMPANY and IAN MACKLIN LETTINGS LIMITED**

Please let us know if you would like to receive news and information from us by emailing [office@ianmacklin.com](mailto:office@ianmacklin.com). You can withdraw your consent to receive information from us at any time. You can also follow us on twitter at [@ian\\_macklin\\_co](https://twitter.com/ian_macklin_co). Our Privacy Notice is below.

#### **Ian Macklin & Company and Ian Macklin Lettings Limited Privacy Notice February 2022:**

How Ian Macklin & Company and Ian Macklin Lettings Limited ("we") use your information.

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

#### **Why are we collecting your data?**

We collect personal data so we have accurate contact details and relevant information about the individuals and organisations that we have dealings with, to fulfill our purposes as a business and to comply with the law regarding data sharing. In legal terms this is called 'legitimate interests'. When it is required, we may also ask you for your consent to process your data. We do not share your information with others except as described in this notice. The categories of information that we may collect, hold and share include:

1. Personal information (such as name, telephone number, address and email address)
2. Characteristics (such as gender, so that communications to you are correctly addressed)
3. Property search requirements (in order to tailor your property search effectively)

#### **Storing your data**

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. Please contact us if you wish to make any changes to the information we hold, if for example it is or has become inaccurate.

#### **Who do we share your information with?**

We will not share your information with third parties unless the law requires us to do so.

#### **Requesting access to your personal data**

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact the Data Protection Officer at [office@ianmacklin.com](mailto:office@ianmacklin.com) or write to 292 Hale Road, Hale Barns, Cheshire, WA15 8SP.

#### **You also have the right to:**

1. Object to processing of personal data that is likely to cause, or is causing, damage or distress
2. Prevent processing for the purpose of direct marketing
3. Object to decisions being taken by automated means
4. In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact the Data Protection Officer at [office@ianmacklin.com](mailto:office@ianmacklin.com) or write to 292 Hale Road, Hale Barns, Cheshire, WA15 8SP.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

#### **Contact:**

If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer at [office@ianmacklin.com](mailto:office@ianmacklin.com) or write to 292 Hale Road, Hale Barns, Cheshire, WA15 8SP.