

Privacy Notice

A reference to "The Company" is a reference to Christopher M. A. Wood Ltd. A reference to "you" is a reference to a user of Christopher M.A. Wood Ltd's services.

Introduction

Christopher M. A. Wood Ltd collects and processes personal information, or personal data, which may be held by the Company on paper or in electronic format. Christopher M. A. Wood Ltd is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information both during and after your working relationship with the Company. We are required under the GDPR to notify you of the information contained in this privacy notice.

Data protection principles

Under the GDPR, there are six data protection principles that the Company must comply with. These provide that the personal information we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes
3. Adequate, relevant and limited to what is necessary in relation to those purposes
4. Accurate and, where necessary, kept up-to-date
5. Kept in a form which permits your identification for no longer than is necessary for those purposes
6. Processed in a way that ensures appropriate security of the data.

The Company is responsible for, and must be able to demonstrate compliance with, these principles.

What personal information do we collect about you?

Personal information is any information about an individual from which that person can be directly or indirectly identified. Christopher M. A. Wood Ltd collects, uses and processes a range of personal information. This includes (as applicable):

Information you give to us: We will collect the information that you give to us when using our website. If you choose to fill in a contact form on the website, you may be asked to provide information about yourself, such as your name and contact details. We will also collect information that you provide to us by corresponding with us by phone, e-mail or otherwise.

Information we receive about you from third parties: We work closely with third parties (including, for example, Rightmove and Zoopla) and may receive information about you from them.

What do we do with your personal information?

We need your personal information primarily to enable us to perform our contract with you and to enable us to comply with our legal obligations.

What if you fail to provide personal information?

If you fail to provide certain personal information when requested or required, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations. You may also be unable to exercise your statutory or contractual rights.

Change of purpose

We will only use your personal information for the purposes for which we collected it. If we need to use your personal information for a purpose other than that for which it was collected, we will provide you, prior to that further processing, with information about the new purpose, we will explain the legal basis which allows us to process your personal information for the new purpose and we will provide you with any relevant further information. We may also issue a new privacy notice to you.

Who has access to your personal information?

Christopher M. A. Wood Ltd solely retains access to all personal information that we have collected from you. If our business is sold or merged, or if we sell or buy any business or assets, we may disclose your personal data to the prospective seller or buyer of such business or assets. We will make sure that any such transfer is done in a secure way.

If we offer or supply a service to you that is provided on our behalf by a third party we may have to pass your information to them in order to deliver the service. By using this website, you consent to us providing your information to the third parties authorised by us to provide such services. We may also use third parties to provide services on our behalf which may include processing (but not using themselves) your information e.g. to complete partial addresses or to augment the information we hold about you. In either case, we will not pass your information to anyone who is not also subject to adequate privacy commitments in our contract with them and we will not allow the third party to use your information for marketing purposes without your consent.

We will not otherwise disclose, sell or distribute your information to any third party without your permission unless we are required to do so by law or to obtain professional advice.

How does the Company protect your personal information?

The Company has put in place measures to protect the security of your personal information. The computers that store your personal information are kept in a secure facility with restricted physical access, and secure firewalls to restrict electronic access. If we are working with third parties, we will require them to have in place similar measures to protect your information. We follow strict security procedures to ensure that your personal information is not damaged, destroyed or disclosed to a third party without your permission and to prevent unauthorised access to it.

For how long does the Company keep your personal information?

The Company will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying any legal, tax, reporting or accounting requirements.

Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

Your rights in connection with your personal information

It is important that the personal information Christopher M. A. Wood Ltd holds about you is accurate and up-to-date. Please keep us informed if your personal information changes during your working relationship with the Company so that our records can be updated. The Company cannot be held responsible for any errors in your personal information in this regard unless you have notified the Company of the relevant change.

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- Request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- Request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- Request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- Restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- Object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
- Data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please contact us. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

Changes to this privacy notice

Christopher M. A. Wood Ltd reserves the right to update or amend this privacy notice at any time. We will issue you with a new privacy notice when we make significant updates or amendments.

Contact

If you have any questions about this privacy notice, or how we handle your personal information, please contact Christopher M. A. Wood Ltd at info@christophermawood.co.uk, or 01477 571033.