

PRIVACY POLICY

Addisons Chartered Surveyors is committed to preserving the privacy of all visitors to our website at www.addisons-surveyors.co.uk and at our offices. Please read the following privacy policy to understand how we use and protect the information that you provide to us. By registering on our website, you consent to the collection, use and transfer of your information, under the terms of this policy.

Information We Collect From You

When you register in branch or visit <http://www.addisons-surveyors.co.uk> you may be asked to provide certain information about yourself including your name, address and contact details.

We may also collect information about you from our website as well as information about you from details you post to the website and e-mails or letters you send to us.

Use of Your Information

Your information will enable us to provide you with access to all parts of our website and to supply the goods or services you have requested. It will also enable us to contact you where necessary concerning the interest shown.

We may use your information to contact you for your views on our services and to notify you occasionally about important changes or developments to the website or our services. Further, where you have consented, we might also use your information to let you know by email about other products and services which we offer which may be of interest to you. If you change your mind about being contacted in the future, please let us know by emailing us at info@addisons-surveyors.co.uk and asking to be removed.

Disclosure of Your Information

The information you provide to us may be accessed by or given to third parties who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties process information, and provide support services on our behalf.

Where you have consented when providing us with your details, we may also allow other companies in our group, to contact you occasionally about products and services which may be of interest to you. They may contact you by email. If you change your mind about being contacted by either ourselves or these companies in the future, please let us know by e-mail to info@addisons-surveyors.co.uk or in writing to **Addisons Chartered Surveyors, 13 Galgate, Barnard Castle, County Durham, DL12 8EQ.**

Finally, if our business enters into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

Security and Data Retention

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires.

Accessing and Updating

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us by e-mail at **info@addisons-surveyors.co.uk** or in writing to **Addisons Chartered Surveyors, 13 Galgate, Barnard Castle, DL12 8EQ.**

We are entitled by law to charge a fee of £10 plus VAT as applicable to meet our costs in providing you with details of the information we hold about you.

Changes to our Privacy Policy

Any changes to our privacy policy in the future will be posted to the website and, where appropriate, through e-mail notification.

Contact

All comments, queries and requests relating to our use of your information are welcomed and should be addressed to **info@addisons-surveyors.co.uk** or in writing to **Addisons Chartered Surveyors, 13 Galgate, Barnard Castle, Co Durham, DL12 8EQ.**

Proceeding to use our website or agreeing to these terms is confirmation you are allowing us to use your information in accordance with our Privacy Policy.

Signed:

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