



LONDON

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SURREY

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Garbett & Partners LLP Data Protection Policy

The Data Protection Act 2018 in conjunction with the UK's implementation of the General Data Protection Regulation (GDPR).

Introduction

This document and the policy contained herein, details the process and procedures we have adopted to comply with the The Data Protection Act 2018 and is the UK's implementation of the General Data Protection Regulation (GDPR). It is essential that our business and its employees comply with the letter and spirit of this policy as failure to do so goes against the Act and the GDP Regulations.

This Data Protection Policy is relevant to the knowledge and processing of personal data collected and used by members of Garbett & Partners LLP. For information concerning the collection, use or processing of personal data by any other entities within Garbett & Partners LLP, please contact us directly. The terminology Garbett & Partners LLP, us or we, wherever quoted, means members of Garbett & Partners LLP on behalf of. By contacting the Garbett & Partners LLP website/mobile devices/or otherwise and providing your personal data to Garbett & Partners LLP, you have therefore agreed to the collection, use and sharing of this data in accordance with this Policy. Should you have any questions in respect of this Data Protection Policy or our use of personal data, please contact Garbett & Partners LLP enquiries@garbett.partners

Garbett & Partners LLP Collection of Information

Garbett & Partners LLP may collate various data about you from a variety of applications. This will also include your volunteered information; likewise, any information we collect when you visit our website and access our applications contained therein, and any we have knowledge of from other parties.

Information is collected from you when you get in touch with us directly whether on our website, when you call or email us. We may collect:

- Name (s)
- Postal address
- Email address
- Telephone number (s)
- Your communication preferences



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This document (including any attachments) is confidential. If it not addressed to you, please do not read, disclose, copy or forward it on, but notify the sender immediately. Any copying, disclosure, distribution or other use of this document (and any attachments) by anyone other than the intended recipient is prohibited and may be unlawful. This document is sent on behalf of Garbett & Partners LLP (OC431338) a limited liability partnership registered in England. Our registered office is at 86-87 Campden Street, London W8 7EN where you may look at a list of Members' names. If we use the term 'Partner' when referring to one of our representatives, that person will either be a Member or an employee of Garbett & Partners LLP. Except where specifically stated otherwise, any information about price or value contained in this document is provided purely as market guidance only. It does not constitute a formal valuation of the subject property or lands and should not be relied upon for any purpose. Unless specifically stated otherwise, any negotiations, invitation to treat, offers, acceptances or consideration contained in this document are not intended to create legal obligations or relations and are all subject to contract.

Garbett & Partners LLP use cookies and other varying technologies to collate data when you visit our website. We collect:

- Data from your device browser
- IP references/codes
- Website search information
- Any clicked onto links within our site
- Garbett & Partners LLP emails received and opened by you

How Garbett & Partners LLP uses this information

Garbett & Partners LLP use the information we collect to provide you products and services and to conduct other Garbett & Partners LLP business. We use the information for the following:

- To answer/respond to your enquiries
- To email and/or post messages with information about Garbett & Partners LLP
- To telephone you about Garbett & Partners LLP and aspects of our business
- Garbett & Partners LLP will only process your data in respect to the continuation of our legitimate interest in line with our business, if we receive your requests related to, a product or service, a call-back, or specific marketing materials; we will use your personal data to fulfil that request by making contact.

Sharing Information

We wish to make it abundantly clear that Garbett & Partners LLP do not sell your personal data to any parties whatsoever externally of Garbett & Partners LLP. We share your personal data within Garbett & Partners LLP and as described in this policy, we take your trust very seriously. If approached by any third parties, we will at all times consult with you firstly as to whom and what the nature of their enquiry is and seek any permissions, if applicable.

Retention Period – Personal Data

Garbett & Partners LLP will retain personal data for the required period/duration to complete the transaction specified in this Privacy Policy unless the transaction is extended or we are obliged to by law.

Communication options

Garbett & Partners LLP will give you a choice as to how you would prefer that we communicate with you.

- **Email**
- **Postal Mail**
- **Telephone Contact**

PLEASE NOTE: Garbett & Partners LLP will honour your request to opt out of promotional email, text and postal messages from us. We will act on this request as soon as is practicable. We may keep information for record keeping ensuring we fulfil your request to opt out.

Data deletion

You can ask Garbett & Partners LLP to delete your information at any time by contacting us requesting that we remove your data.

Accessibility

We maintain our records as accurately as we can with the data provided by you and you are welcome to access all registered data upon request

Accuracy/Deletion

Garbett & Partners LLP take steps to keep your personal data updated but would ask you to let us know of any changes. Likewise, we will immediately delete any/all data upon request.

Rights

You have the right to rectify or alter the way your personal data is used; you can restrict its use to the processing of personal data; you can object to the processing of personal data, which would include any direct marketing and you can limit its data portability. Please contact us at enquiries@garbett.partners to exercise any of your rights applicable in law.

Consent

Where you have given consent for Garbett & Partners LLP to process your personal data, you are able to withdraw that consent at any time by contacting us. Personal data will then be removed.

Service providers - Third-party

Garbett & Partners LLP occasionally appoint third-party services to carry out a number of business operations on our behalf. In this instance we may share your personal data with them, we only make available data that our service providers need to perform these services. We ensure that the third-party provider contractually protect this information appropriately and not use it for any other purpose.

Garbett & Partners LLP use Third-Party providers to:

- Host our website including email or other communications
- Implement other services

We may transfer or otherwise process your personal data to protect, defend or exercise the rights and property of Garbett & Partners LLP (in line with our Terms and Conditions) or if we are required to by law and any government authorities.

Complaints Procedure

If for any reason you consider that Garbett & Partners LLP have utilised your personal registered information in violation of current law, please contact us at enquiries@garbett.partners to obtain a copy of our complaint's procedure. Furthermore, if you feel justified that Garbett & Partners LLP have not succeeded in remedying such a violation to your reasonable and satisfactory expectation you have the right to contact a supervisory authority (Solicitor, Local Ombudsman).

Technologies & Cookies

Garbett & Partners LLP and our third-party service providers use a variety of technologies to assess how our website is being used.

In addition to information gathering via cookies, web beacons, Javascript and the country and time zone where your device is located. On occasion we may collect data and record how you made contact and your interaction with our website and the IP address of the device used. Similarly, we sometimes place web beacons and JavaScript or other computer languages to gather information described as above and other details about your interactions with our website.

You have the right to accept or refuse cookies via your browser settings, therefore please look at the settings available in your browser. However, without cookies you may not be able to use all the features of our website.

We may use third-party web analytics services on our website, such as those of Google Analytics. These service providers help us analyse how visitors use the website. The information obtained for this purpose (including your IP address and other information collected by automated means) will be disclosed to or collected directly by these service providers.

Third-Party Plug-ins and Social Networks

Garbett & Partners LLP website occasionally includes plugins from third parties or social networks. An example of this would be that we use a plugin for Instagram. In line with legally allowed practices, these plugins may connect with and send information to the party via the plugin, even if you do not click on the plugin, meaning that data regarding your browser, IP address and device, and the web address that you are visiting may be shared. Clicking on plugins may allow the transmission of cookies which occasionally hold a unique identifier that the third-party and social network assigns. All third-party plugins are externally governed by the Privacy Policy and terms and conditions of the third-party.

Links to Social Media and Third-Party Websites

The Garbett & Partners LLP website may indirectly include some links to third-party websites. We have no control over their input/content and therefore ask you to read and understand their policies.

Links to other websites and apps


Our website may provide links to other websites and apps for you, third-party websites operate completely separately from Garbett & Partners LLP and have their own governing policies, these can be reviewed by you outside of the Garbett & Partners website.

Data Security

Garbett & Partners LLP are dedicated to keeping personal data secure. Our procedures are designed to protect personal data from misuse, loss or alteration. Access is only given to Garbett & Partners LLP staff that require access to carry out the main purpose of our business. Personal data is kept as long as deemed reasonably necessary.

Content Submitted by User

Any data that you submit or post as user-submitted content to Social Media websites becomes public information. Take care to exercise caution when choosing to disclose your personal, financial, or other data in such ways. Garbett & Partners



LLP cannot prevent others from using your data in a manner that may violate this Data Protection Policy, your safety, the law and your personal privacy. Garbett & Partners LLP is not responsible for these results.

Data Protection Policy Updates

Garbett & Partners LLP do make changes to our policies occasionally and in accordance with the law. If we make any material changes to this Data Protection Policy, we may notify you.

For further information concerning what personal data we hold about you, how you can access it and our use of personal data generally, please email enquiries@garbett.partners

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