

PRIVACY POLICY

Rennie & Partners is the trading name of Rennie & Partners Ltd and we are regulated by the RICS. This privacy policy explains how we use any personal information we collect about you when instructed to act on your behalf as a chartered surveyor or in our capacity as a managing agent.

Topics:

- **What information do we collect about you?**
- **How will we use the information about you?**
- **Access to your information and correction.**
- **Changes to our privacy policy.**
- **How to contact us.**

What information do we collect about you?

We collect information about you once we confirm your instructions in writing that you want us to act on your behalf as chartered surveyors. The information that we hold is your name, address, e-mail and telephone number(s). The RICS Regulations asks that we hold your information, in the form of correspondence, for a period of 10 years once the project has been completed before being destroyed.

We collect information about you as your managing agent. The information we hold is your name, address, e-mail and telephone number(s). This information remains on our management system database for as long as you are the leasehold owner. If you are no longer the leasehold owner your information is removed from our database. Once removed, the RICS Regulations asks that we hold your information, in the form of correspondence, for a period of 7 years before being destroyed.

How will we use the information about you?

The information that Rennie & Partners holds about you is strictly private and confidential and will not be available to third parties without your prior written consent.

Access to your information and correction.

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please e-mail or write to us at the following address. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Changes to our privacy policy.

We keep our privacy policy under regular review and will place any updates on this web page. This privacy policy was updated on 18th May 2018.

How to contact us.

Please contact us if you have any questions about our privacy policy or information we hold about you:

Address: Rennie & Partners, 26 High Road, East Finchley, London N2 9PJ

E-mail: alison@renniepartners.co.uk