# **PRIVACY POLICY**

This privacy notice describes how David Muir Estate Agents collect and use personal information about you while we provide services to you and afterwards, in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This Privacy Policy discloses the privacy practices of David Muir Estate Agent (us, we, our or Company). We take privacy seriously. We respect your personal information and will hold that information as required by the Data Protection legislation. This Privacy Policy explains what information we will collect about you, how we will use it and the steps we will take to ensure that it is kept secure. If you have any questions about this Privacy Policy or the privacy practices of this site you can contact: david@davidmuirestates.co.uk by using this site you consent to us collecting and using personal information about you on the terms set out in this policy.

### Types of information that we collect:

In order to provide you with our services, we collect two types of information about our users: Personally (A) Identifiable Information and (B) Non-Personally Identifiable Information. Our primary goal in collecting information from you is to provide you with a smooth, efficient, and customised experience while using our site.

### Personally Identifiable Information:

This refers to information that lets us know the specifics of who you are. When you engage in certain activities on this site, such as ordering a product or service, filling out a survey, or sending us feedback, we may ask you to provide certain information about yourself such as your name, address, telephone number, email address. Engaging in these activities is entirely at your discretion. Depending upon the activity, some of the information we ask you to provide is identified as mandatory and some is voluntary. If you do not provide the mandatory data with respect to a particular activity, you will not be able to engage in that activity.

### Non-Personally Identifiable Information:

This refers to information that does not by itself identify a specific individual. We gather certain information about you based upon where you visit on our site in several ways. This information is compiled and analysed on both an individual and an aggregated basis. This may include us storing cookies on your computer in order to facilitate and customise your use of our site. A cookie is a small data text file, which a site stores on your computer, which can later be retrieved to identify you to us. The cookies make your use of the site easier, make the site run more smoothly and help us to maintain a secure site.

## Use of information:

We do not sell, trade, or rent your Personally Identifiable Information to others.

We will primarily use your Personally Identifiable Information to provide our services to you. We will also use Personally Identifiable Information to enhance the operation of our site, fill orders, improve our marketing and promotional efforts, statistically access the site use, improve our product and service offerings, and customise our site's content, layout, and services. We may also use Personally Identifiable Information to resolve disputes, troubleshoot problems and enforce our agreements with you, including our Website Terms of Use and this Privacy Policy.

We may supply aggregated statistics about the use of our site to third parties, but these statistics will not include any Personally Identifiable Information.

Occasionally we may be required by law enforcement or judicial authorities to provide Personally Identifiable Information to governmental and law enforcement authorities. We will disclose Personally Identifiable Information upon receipt of a court order, subpoena, or to co-operate with a law enforcement investigation. We fully co-operate with law enforcement agencies in identifying those who use our services for illegal activities. We reserve the right to report to law enforcement agencies any activities that we in good faith believe to be unlawful.

#### Security of information:

On our site you can be assured that your Personally Identifiable Information is secure, consistent with current industry standards. If you are transmitting Personally Identifiable Information to us through a password and ID, we recommend that you do not divulge your password or ID to anyone.

Please note that no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your Personally Identifiable Information, you acknowledge that:

there are security and privacy limitations of the Internet which are beyond our control;

the security, integrity and privacy of any and all information and data exchanged between you and us through this site cannot be guaranteed; and

any such information and data may be viewed or tampered with in transit by a third party.

Privacy policies of third party websites:

Unless we let you know to the contrary, these services partners only have the right to use your Personally Identifiable Information, to the extent necessary to provide the service and/or product that you have requested. However, you should note that the use of your Personally Identifiable Information by our service partners is governed by the privacy policies of those service partners, and is not subject to our control. Please be aware that this Privacy Policy only applies to this site and not to other sites to which we provide links.

# Changes to this privacy policy:

This privacy policy may change and therefore you should review it regularly. We will of course notify you of any changes where we are required to do so.