



Privacy Policy for Professional Property Inventories LTD

At Professional Property Inventories Ltd, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email rachel@professionalpropertyinventories.co.uk or by writing to Professional Property Inventories Ltd, Chapaurell, Chapel Lane, Whittington Staffs WS14 9JT or you can telephone 07976 924807.

Who are we?

We're Professional Property Inventories Ltd, an independent inventory company with an office based in Lichfield, operating in South Staffordshire, Warwickshire & West Midlands. We are committed to delivering excellence and professionalism with all our clients in the property inventory process.

Company Number: 7079894. The registered address is Chapaurell, Chapel Lane, Whittington Staffs WS14 9JT.

How do we collect information from you?

Professional Property Inventories Ltd

Staffordshire Office: Chapaurell, Chapel Lane, Whittington, Staffordshire WS14 9JT

m: 07976 924807

Email: Rachel@professionalpropertyinventories.co.uk

www.professionalpropertyinventories.co.uk

Registered Office: Chapaurell, Chapel Lane, Whittington, Staffordshire WS14 9JT Company Number: 7079894



Professional Property Inventories

We obtain information about you when you use our website, for example, when you contact us about products and services, or if you register to receive one of our weekly newsletters.

We also receive non sensitive information (email & phone number) from third parties (letting agents or landlords)

What type of information is collected from you?

The personal information we collect might include your name, address, email address, phone number and IP address, and information regarding what pages are accessed and when.

We also receive name, email address & phone numbers from third parties (letting agents or landlords)

How is your information used?

We may use your information to:

- Organize appointments for jobs
- Inform you of any delays or changes of times to jobs
- Send you information/documentation requested
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest

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Professional Property Inventories

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as is necessary for the relevant activity.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us

at: rachel@professionalpropertyinventories.co.uk or by writing to Professional Property Inventories Ltd, Chapaurell, Chapel Lane, Whittington Staffs WS14 9JT you can telephone 07976 924807

You have the right to ask for a copy of the information Professional Property Inventories Ltd hold about you (we may charge £10 for information requests) to cover our costs in providing you with details of the information we hold about you.

Security precautions in place to protect the loss, misuse or alteration of your information

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When you give us personal information, we take steps to ensure that it's treated securely.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

Use of 'cookies'

Our website does NOT use cookies.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's

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permission beforehand whenever you provide us with personal information.

Transferring your information outside of Europe

Your information is NOT transferred to any other countries.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in May 2018.

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