

## **Legal & Privacy Statement**

This privacy policy tells you about the information we collect from you when you register your details on our website. In collecting this information, under the rules of the General Data Protection Regulation (GDPR) we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

### **Who Are We?**

We are Highgate Energy Ltd (T/A Off Plan Lease Plan). Our address is 8 Holdenhurst Avenue, London, N12 0JB. You can contact us by post at this address, by email at [info@offplanleaseplans.co.uk](mailto:info@offplanleaseplans.co.uk) or by telephone on 0208 248 1789

Any enquiries about our use of your personal data should be addressed to the contact details above.

### **What Personal Data Do We Collect?**

When you visit and navigate our site and when you communicate with us via our site, we will not collect personal information about you unless you provide us that information voluntarily.

If you provide such information we will store your name, address, telephone number, email address and any property details and requirements you have.

### **Why Do We Collect This Information?**

Any information that you do register with us will be stored securely and will only be used to deliver information to you based on your requirements.

We ask for your consent to do this, and we will only send you information for as long as you continue to consent.

No information that we collect is shared with any third party

### **Your Rights Over Your Information**

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. If requested we can delete it completely under the GDPR "right to be forgotten" regulation.

You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

To submit a request by email, post or telephone, please use the contact information provided above.

### **Your Right To Complain**

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at [www.ico.org.uk](http://www.ico.org.uk) or write to them at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

### **Cookies**

You should also be aware that when you visit our website we collect certain information that does not identify you personally, but provides us with "usage data," such as the number of visitors we receive or what pages are visited most often.

Like many other web sites, we use "cookie" technology. A "cookie" is an element of data that a web site can send to your browser. It is not a computer program and has no ability to read data on your computer or instruct your computer to perform a function. A "cookie" is only used so that the web site can recognise repeat users, track usage patterns and better serve you when you return to the site. Most browsers provide a simple procedure that will enable you to control whether you want to receive cookies or not.

### **Linking to Other Sites**

Our web site provides links to other web sites, not owned or controlled by us, that we think might be useful or of interest to you. We cannot, however, be responsible for the privacy practices used by other web sites or their content or accuracy.

### **Indemnity**

You acknowledge that you are solely responsible for the use to which you put this website and all information you obtain from it. All warranties, conditions, representations and terms are hereby

excluded to the fullest extent permitted by law. We and all contributors to this website hereby disclaim to the fullest extent permitted by law all liability for any loss or damage including any consequential or indirect loss or damage incurred by you, whether arising in tort, contract or otherwise, and arising out of or in relation to or in connection with your access to, or use of, or inability to use this website

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### **Review of This Policy**

We keep this Policy under regular review. This Policy was last updated on 26th April 2018.