



## PRIVACY POLICY

# GENERAL DATA PROTECTION REGULATON AT LEWIS & CO

8<sup>th</sup> MAY 2018

## PRIVACY

At Lewis & Co, we are committed to maintaining the trust and confidence of our clients and visitors to our website. In particular, we want you to know that Lewis & Co is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. We just don't do that sort of thing. But just in case you don't believe us, in this Privacy Policy we've provided lots of detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

Any questions regarding this policy and our privacy practices should be sent to [info@lewisco.co.uk](mailto:info@lewisco.co.uk). Alternatively, give us a call on 020 3940 5561

## WHO WE ARE?

We are Lewis & Co, a UK based firm of chartered surveyors providing commercial property investment and development advice. We are recognised as one of the South West London leading niche practices, offer a full range of property services and advice, including leasehold acquisitions & disposals and investment.

## THE TYPES OF DATA WE COLLECT

The personal information we collect from you might include your name, email address, address, telephone numbers.

## COOKIES

The Lewis & Co website ([www.lewisco.co.uk](http://www.lewisco.co.uk)) uses cookies. Cookies are small data files on your computer or handheld device. The use of cookies is standard practice for all websites and allows our website to recognise you when you visit. The cookies are essential for helping us deliver a high-quality website. Some cookies collect statistical information about your browsing behaviour. You can switch off cookies by setting your browser preferences – but this may result in a loss of functionality when using our website.

## GOOGLE ANALYTICS

When someone visits [www.lewisco.co.uk](http://www.lewisco.co.uk) we use a third-party service, Google Analytics to collect standard internet log information and details of visitor behaviour patterns. We do this to find out such things as the number of visitors to the various parts of our website. This information is only processed in a way that does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

## MAILING LIST

When we electronically send marketing material or a newsletter we will often use a third-party provider to deliver the email. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our newsletter.

## THIRD PARTIES

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

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

We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example, to send investment sales brochures via email or post). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. We would only release your information to a third party outside of this if required to do so legally, for example, to comply with a legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our clients. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

#### ANTI-MONEY LAUNDERING

In order to comply with the requirements of the Anti-Money Laundering regulations in force, we will be required to obtain evidence to verify your identity. The required evidence may include sight of passport or other identification documents. We will retain this information for the duration of any negotiation and for 7 years post completion of the transaction.

#### HOW IS YOUR INFORMATION USED?

We may use your information to:

- Send you information regarding property sales
- Provide property market research emails
- Provide information about Lewis & Co our latest deals and information about the team.

#### ACCESS TO YOUR PERSONAL INFORMATION

The accuracy of your information is important to us. You are entitled to view, amend or delete the personal information that we hold. If you change email address, or any of the other information we hold is inaccurate or out of date, please email your request to [info@lewisco.co.uk](mailto:info@lewisco.co.uk) or write to us at Suite 202, Collingham House, 6-12 Gladstone Road, SW19 1QT. Alternatively, you can call us on 020 3940 5561. You have the right to ask for the information that we hold about you. Please use the contact details above to do so.

#### TRANSFERRING YOUR INFORMATION OUTSIDE OF EUROPE

As part of the services offered to you through our website, the information which you provide to us may be transferred to countries outside the European Union. By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected, as outlined in this policy. 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.

#### CHANGES TO THIS PRIVACY NOTICE

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