

## PRIVACY POLICY

### Keeping your data safe and secure

Kingmoor Park Properties Ltd. is committed to protecting and respecting your privacy. This Policy explains when and why we collect personal information about people who visit our website and how we use it.

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 this privacy policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [info@kingmoorpark.co.uk](mailto:info@kingmoorpark.co.uk)

### Who are we?

Kingmoor Park Properties is a property management and development business registered company number 03692079.

Our business address is The Marketing Suite, Baron Way, Kingmoor Business Park, Carlisle CA6 4SJ. Our registered company address is The Marketing Suite, Baron Way, Kingmoor Business Park, Carlisle CA6 4SJ.

### How do we collect information from you?

We obtain information about you when you use our website, for example, when you contact us about our services, if you call us to discuss your property or land requirements or if we meet in person for the same reason.

We also collect information from you when you agree to our contract of work as a client, and any business contact details are stored in our accounting platform in order for us to maintain an accurate financial record of transactions between your business and ours.

Any payments you make to us via BACS, online bank transfer, PayPal or by cheque are also recorded by our bank – we do not control their own data collection and storage policies and security; however, we are happy with their policy at the time of writing this policy.

### What type of information is collected from you?

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

### How is your information used?

We may use your information to:

- To carry out our obligations arising from any contracts entered into by you and us.
- To contact you in relation to any information you request from us.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example financial and contractual obligations and records). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

### **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.

Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

### **How you can access and update your information?**

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: [info@kingmoorpark.co.uk](mailto:info@kingmoorpark.co.uk)

### **You have the right to ask at any time for the information that Kingmoor Park Properties hold about you.**

### **How we use Cookies**

Cookies are small text files stored in your browser which are used by the vast majority of websites for a variety of reasons, such as personalising your experience and recording how you use the website to help with future improvements.

During your visit to this website, you will automatically download these files to your device. The cookies we use do not identify you as an individual, only the device you are using and are only active when you are on our website.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit the help pages for your specific browser. Turning cookies off may result in a loss of functionality when using our website.

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

Non-sensitive details (your email address etc.) may be 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. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

### **Links to other websites**

Our website contains 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, content 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.

### **Transferring your information outside of Europe**

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). 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.

### **Review of this Policy**

We keep this Policy under regular review.

Reference: GDPR 2018

Data protection act