



ESTATE AGENCY

## PRIVACY POLICY

This policy (together with our terms of website use and any other documents referred to on it) sets out the basis on which we, Mother Goose Estates Ltd, will process any personal data we collect from you, or which you provide to us, in the course of using our site ([www.mothergooseestates.co.uk](http://www.mothergooseestates.co.uk)) ("site").

We strive to embody best practice in good information governance and data protection, so we want to tell you that:

- We are registered with the Information Commissioner and our registration number is Z344521X.
- The person responsible for data protection and compliance with the Data Protection Act is David Waight, Director, and you can reach him on 01892 521611 or [david@mothergooseestates.co.uk](mailto:david@mothergooseestates.co.uk).
- If you ever want to know what information we hold about you, you can ask for it (make a subject access request) using the contact details above.
- We are trained in the use and handling of personal information, and we keep all personal information safe, secure and up to date at all times.
- We will tell you what we would use your data for and give you an opportunity to control what we do with it. You can do this at any time, as often as you like. We will always respect your decision.
- We use personal information for the following reasons:
  - Carry out our obligations arising from any contracts entered into between you and us.
  - Notify you about changes to our service
  - Send newsletters from time to time
  - Ensure that content from our site is presented in the most effective manner
  - To advise people about our services and invite them to take advantage of what we offer.
  - To administer our business and support those who work with us
  - To comply with legal or regulatory requirements

**Mother Goose Estate Agency Ltd**

144 London Road, Southborough, Tunbridge Wells, Kent TN4 0PJ

Tel: 01892 521611, Email: [properties@mothergooseestates.co.uk](mailto:properties@mothergooseestates.co.uk), Web: [www.mothergooseestates.co.uk](http://www.mothergooseestates.co.uk)

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- The kind of information we hold includes:
  - Name and contact details
  - Proof of identity
  - Financial details
- We do not share the information we hold about people with anyone else. For example, we do not buy or sell mailing lists. However, we would disclose information on request to the Police or any other statutory authority or regulator who has a reasonable need for these data to effectively conduct their business e.g. criminal investigations.
- We will only keep information about you during the term of our contract and following termination, for 7 years.

Please note that if you click on, or follow, any links from our site to external websites, our privacy policy will no longer apply. Please check the privacy policies of any such external site before submitting any personal data, as we cannot accept any responsibility or liability in relation to them.

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