

## **GDPR Privacy Statement**

We are a small firm with less than 250 employees (much less) and are thereby excused many of the requirements of the General Data Protection Regulation, but nonetheless confirm the following.

We will store only the minimum data required to fulfil your instructions. This is recorded in our computer job files and for Party Wall matters in a small database used to populate the necessary documents. The information is also included within our accounting software, at the point that fee invoices are generated and will be kept on file for the process of validating our accounts, for the statutory period.

The computers and/or software used are all password protected and equipped with up-to-date virus and firewall software.

Day to day notes are made within notebooks, which are secured in a locked cupboard when the office is vacant.

The type of information routinely kept will typically be, the address of the property, that is the subject of your instructions; your home, head office or correspondence address and contact details, When appropriate the details of any agent acting on your behalf, or on behalf of a vendor or lessor of the subject property will also be kept as will the address and contact details of the owners of adjoining and adjacent properties, in connection with party wall matters.

Contact details that are routinely stored are email addresses, for the parties concerned and both land line and mobile telephone numbers. If you choose not to provide any of this information this is your right, however it will inevitably prejudice the efficiency of the execution of work, upon which you have instructed us.

We do not other than described above process your information and will not sell or pass to other parties this information. The only exception being, with your specific agreement, to give contact details to Adjoining Owners or their appointed surveyors in connection with party wall matters and then only to facilitate the progress of the matter, upon which we are instructed or appointed.

We will be happy to provide a copy of the data stored by us, at any time, should you request it and of course will permanently delete that data should you request it.