

DATA PROTECTION: Any information provided will be used and protected in accordance with the relevant data protection legislation including the Data Protection Act 1998, the General Data Protection Regulations (EU 2016/679) and any subsequent legislation as appropriate.

Mackay Property & Land Ltd - registration number: 11394452

Use of Your Personal Information

Who are we? Mackay Property & Land Ltd is the data controller (address below) and is engaged in the provision of consultancy and brokerage of land and property, and planning permission. Data Protection is the responsibility of the Data Management Team.

What personal information do we need? Names, addresses, telephone numbers and email addresses. Some telephone calls are recorded. CCTV is in use on our property.

Why do we need this information? It is held for contract and/or contact purposes and also as is necessary for the legitimate interests of Mackay Property & Land Ltd to ensure compliance with legal requirements, and for marketing purposes and to keep in contact with our customers. Failure to provide this information may impact on our ability to provide the services detailed above. Recorded telephone calls are held for quality purposes and used to confirm details of conversations. CCTV images are held for the purpose of crime prevention and/or detection.

- How we *may* contact you? Email, post, SMS, telephone.
- How long do we keep the data? We are required to keep data for as long as necessary in line with our contractual, regulatory and legal obligations. CCTV images are held for 90 days.
- To whom do we pass your data? No information is passed to any organisations that are not engaged with Mackay Property & Land operations except to agencies for the matter of legal obligation or for enforcement, payment of any fines, duties, tolls, congestion charges or other sums which become payable

Any personal data that we collect **will** not be sold to third parties except as part of a business/asset sale.

- Organisations to which we pass data, which are outside of the European Economic Area are required to apply the same level of data protection as required by UK law.

Updating Our Records

If you wish to amend or remove your contact preferences, update your details, receive a copy of the personal information we hold about you, transfer that data to another supplier, object to or restrict our processing of your data or be removed from our records, please contact the data management team using either of the methods below. We may need to contact you if there are any queries relating to your request. In some instances we may be required to retain data relating to our contractual, regulatory and legal obligations.

Data Management, Mackay Property & Land Ltd, Orchard Cottage, Ullington, WR11 8QH. claire@mackayland.co.uk.
Complaints about data use: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF