



PRIVACY POLICY

MAY 2018

Shop Property Management are committed to maintaining the trust and confidence of our clients, fellow agents and visitors to our website. We want you to know that Shop Property Management is not in the business of selling, renting or trading email lists (in isolation) to other companies and businesses for marketing purposes. We will only use our marketing list for legitimate business purposes. 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 emailed to nick@shoppropertymanagement.co.uk

Alternatively, please call on 01527 875669

WHO WE ARE?

Shop Property Management is a UK based firm specialising in the management of retail property.

THE TYPE OF DATA WE COLLECT?

The personal information we collect from you might include your name, email address, address, telephone numbers, social media handle, your job title or job description, website browsing behaviour and property preferences.

Cookies

The Shop Property Management website (www.shoppropertymanagement.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.

Mailing lists

When we electronically send marketing material or a newsletter we will sometimes use a third-party provider to deliver the email. We may gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our newsletter. The third-party provider will be fully GDPR compliant and their privacy notice will be available to view on any communication.

You can unsubscribe to any of our general mailings by clicking the unsubscribe link at the bottom of every marketing email we send you.

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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, issuing invoices, instructing associated professionals or parties, builders etc). 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.

Other websites

Our website may contain links to other websites and to Social Media links. Shop Property Management is not responsible for the privacy policies or practices of any third party.

HOW IS YOUR INFORMATION USED?

We may use your information to:

- Send you information regarding property management related matters
- Provide property market research and thought leadership emails
- Provide information about Shop Property Management, our latest news 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 nick@shoppropertymanagement.co.uk or write to us at Shop Property Management, Messenger House, Crown Close, Bromsgrove, Worcs B61 8DJ. Alternatively, you can call us on 01527 875669. You have the right to ask for the information that we hold about you. Please use the contact details above to do so.

CHANGES TO THIS PRIVACY NOTICE

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