

Our Privacy Policy

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Introduction

Matthews & Goodman LLP are committed to protecting and respecting your privacy.

This Privacy Policy explains how we use the information we collect about you, how you can instruct us if you prefer us to limit the use of that information and what procedures we have in place to ensure the security and privacy of that information.

We are committed to complying with the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR). These are referred to in this Privacy Policy as the “Data Protection Laws”. The Data Protection Laws give you various rights concerning the way in which we store and use your information.

What information do we collect about you?

We gather and use certain information about you to provide our services and perform certain functions in respect of providing general property advice. If you are asked to provide information, it will only be used in the ways described in this privacy policy.

We may collect the following information:

- Your Name and job title
- Your employer/company information
- Your contact information including, address, email address, phone numbers
- Your demographic information, such as postcode, property details
- Marketing information, such as sectors, requirements, interests, history of meetings, etc.

How will we use the information about you?

Collecting this information helps us to understand what you are looking for, enabling us to deliver improved services. Specifically, we may use this data:

- To improve the services we provide you;
- To contact you in response to a specific enquiry;
- To send emails/blogs/marketing about subjects we think might be relevant or of interest to you;
- To contact you via email, telephone or post;

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- Where we use your information to contact you, we may use [Mailchimp](#) to manage those communications
- As part of our ongoing efforts to keep our site safe and secure and to prevent or detect fraud;
- In processing your requirements;
- To undertake professional compliance checks as required by law or our professional bodies, including Conflict Checks and Anti-Money Laundering Checks.

Sharing your information

Whilst using your information as described above we may share your information with, and obtain information about you from; credit reference agencies or fraud prevention agencies, third parties and suppliers.

We will always seek to ensure that those third parties we work with are compliant and will hold your information within the Data Protection Laws.

Sale of business

If Matthews & Goodman LLP is sold, merges or integrates with another business your details may be disclosed to our advisers and any prospective purchaser and their advisers and will be passed on to the new owners of the business.

Marketing

We would like to send you information from time to time about services which may be of interest to you. If you have consented to receive marketing, you may opt out at any time.

You have a right to stop us from contacting you for marketing purposes and if you no longer wish to be contacted please [click here](#).

Access to your information, retention and correction

When you fill in a form or provide your details, you will be agreeing that we may use your information for the purposes above. If you change your mind you can easily 'opt out' by sending an email to data@matthews-goodman.co.uk.

Equally if your information has changed or you would like to know what information we hold about you, then you can request access to this information at any time by getting in touch.

We will store and use your personal information for as long as is necessary for the provision of our services detailed above. When we no longer need your personal information in connection with these services, we will then retain your personal information for a period ten years which will reasonably allow us to comply with our regulatory obligations and to commence or defend legal claims. We may hold anonymised data (which is not treated as personal information under this privacy policy) for longer.

Security

Matthews & Goodman LLP takes the security and privacy of your personal information extremely seriously and we take all reasonable steps to ensure that your information is treated securely.

To prevent unauthorised disclosure of access to your information, we have implemented strong physical and electronic security safeguards. In addition, we follow stringent procedures to ensure we work with personal data in line with the Data Protection Laws.

Links from our site

Our website may contain links to other websites.

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Please note that we have no control of websites outside the Matthews & Goodman domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.

Changes to our Privacy Policy

We keep our Privacy Policy under regular review and we will place any updates on this web page. This Privacy Policy was last updated on 04 May 2018.

How to Contact us

Please contact us if you have any questions about our Privacy Policy or information we hold about you:

By Email: data@matthews-goodman.co.uk

In writing: Data Controller, Matthews & Goodman LLP, 33 Robert Adam Street, London, W1U 3HR