

PRIVACY POLICY

Protecting client data and complying with data protection laws is our priority. This policy explains how and why we collect your personal information, how we may disclose your personal information and how we keep it secure.

Summary

This privacy notice applies to any individual whose Personal Information we process within our organisation.

We only collect personal information about you where it is completely necessary, we ensure that we only collect the specific information we need about you and we retain your data for as long as is necessary.

We do not use your information for marketing purposes or sell it on to third parties. We may share personal information with companies, suppliers, contractors and other organisations in order to comply with legal and professional obligations and to cooperate with regulatory bodies.

We will protect your personal information with an appropriate combination of technical and organisational measures.

Information we hold

The Personal Information we hold depends on the type of service we are providing for you and the relationship between us. It may include but is not limited to:

- Name and contact details
- Demographic information
- Personal identification documents
- Financial and payment data
- Statements made by or about you
- Records of communications
- Relationship Details

If you are our client or tenant you provide your Personal Information directly to us. In some circumstances we may collect your information from other sources.

Disclosure of Your Personal Information

We may share your Personal Information with third parties such as our clients, intermediaries, contractors, suppliers, advisers and for purposes of fulfilling our contractual and statutory obligations. In the event of any reorganisation, merger, sale or transfer of business, we may share your Personal Information as required to facilitate any such merger, sale or transfer of business.

The information we collect about you is subject to various regulatory and legislative requirements. We endeavour not to keep your personal information longer than we have to and ensure appropriate security and organisational measures are in place to protect the use of your data.

Security & Retention

We have in place technical and physical security measures to protect the security of your data against loss, misuse, unauthorised access, disclosure or alteration. We make use of CCTV recordings as appropriate.

If we no longer require Personal Information we can destroy the documentation held and delete the files from our computer system. The Partners of the firm are responsible for making informed decisions about deletion of Personal Information.

Choices and Access

We are the controller responsible for the Personal Information we collect and process.

If you would like to review, correct, update, suppress, object or restrict the processing of your Personal Information or request a copy of Personal Information about you please submit your request in writing to our office: Macfarlane & Smyth, 31 Donegall Street, Belfast, BT1 2FG.

In your request please make it clear what Personal Information you would like to have changed, suppressed or limited. For your protection, we may only implement requests when we can verify your identity. We will comply with your request as soon as reasonably possible.

Please note we may need to keep certain data for recordkeeping purposes. There may also be residual information that will remain within our database which will not be removed.

Changes to Our Privacy Notice

We may modify or update this privacy notice from time to time and will provide the most revised version by request at Macfarlane & Smyth.

Contact & Comments

If you have a complaint or any further questions please contact our office: Macfarlane & Smyth, 31 Donegall Street, Belfast, BT1 2FG. If you are not happy with our compliance you have the right to complain to the ICO.