

## **New Place To Live Privacy Policy**

This Privacy Policy is designed to help you understand our data processing practices of your information through the use of the Internet and the World Wide Web by New Place To Live Ltd and associated third parties. The newplacetolive.co.uk Site contains information on properties which are for sale and create a Home Information Pack for that property.

We are based at New Place To Live Ltd, 66 High Street, Barwell, Leicestershire, LE9 8DR. We are a limited company and registered with Companies House, our Company Registration Number is 06055823. We are registered with the Information Commissioners Office, under the Data Protection Act 1998, number PZ9826605. Our website is designed to allow estate agents and property developers to list the properties they are marketing as well as provide you with a simple way to create a Home Information Pack for your property. However, we are not estate agents.

The information we collect about you and your use of the newplacetolive.co.uk Site will be held by New Place To Live Ltd at the above address. You can use our Site without providing us your details, however, to get the most out of the site, products and services we may ask for personal information about you which we will endeavour to keep secure.

As we develop our Site we may change the way we process your personal information. Please ensure you check this Privacy Policy on a regular basis so that you are aware of any changes. By using our Site you agree with our Privacy Policy. Should you wish your personal details to be handled in a different way you need to write to us informing us of the way you wish your information to be handled.

In general, we use the information we collect about you to:

- help our estate agents and property developers who list their properties on this Site to provide a more personalised service to you
- Give you information about products and services to and from relevant third parties which have been carefully selected by us.
- Develop and improve the features, products and services we can offer you
- Support and develop our own marketing campaigns and promotional efforts.

### **Personal information collection & usage**

When you visit, register or use the services on this Site, you may be asked to provide certain information about yourself, including your name and your contact details. This may be through the use of online forms or telephone calls. We may also collect information about your use of this Site as well as information about you from the emails or letters sent to you. Finally, we may collect information about your property and the type of property you wish to purchase.

You can opt out of receiving marketing information from us or third parties at any time by amending your registered details.

The information you provide will help us to ensure you get the most from this Site. We will also analyse the way you use the Site so that we can identify trends and patterns which will help us make sure you get the information you are looking for quicker. We may automatically gather data such as your IP address, which site you had previously visited, the kind of browser you are using, and statistics about how you use the Site.

We are visitor focused and want to ensure that the Site meets your needs so we may contact you to gain your views on our Site, services and products. We may also notify you about important changes or developments to this Site, services and products. This may include sending you information with details about any other products or services which we offer that may be of interest to you.

We may share cumulative visitor information to current or potential advertisers to allow them to present their advertisements more effectively.

### **Email communication**

If you wish to contact a third party company through our Site your information will be collected by us and sent to the relevant third party. This is to ensure that they offer you the best possible service. We will also send information on your property search history so that they can interrogate their property listings further to see if they have similar properties in their portfolio which are not listed on this Site.

Should you wish to send a friend an email through this Site we will not use this person's email address for marketing purposes. It will be used internally so that we can analyse the usage of the Site.

If you register your personal details with us and select the email update feature you will receive information from us that matches the property criteria you have chosen in our Site. We will then email you when properties are added to the Site that are the same as your property criteria.

### **Registering your personal details with us**

If you chose to register your personal details with us, we save those details and use them to create a more personalised service to you. You can update your details whenever suits you. When you log in to the Site, our database will automatically load your personal details and your saved property searches.

Non-registered and registered users of this Site can request a copy of the personally identifiable information we hold by emailing us at [yourfutures@newplacetolive.co.uk](mailto:yourfutures@newplacetolive.co.uk) or in writing to Privacy Department, New Place To Live Ltd, 66 High Street, Barwell, Leicestershire, LE9 8DR. Such a request may incur a small administration fee to provide the information.

### **Property Searches**

You can use this Site and complete property searches without registering your details with us. If you wish to save the searches you have conducted then you will need to register your personal details with us. If you register your details with us you can save any properties that you are interested in. We do not give this information to any third parties.

### **Who has access to the information you provide or we collect**

We retain access to all the personal information you have given us or have collected from you.

Should your personal information be passed to one of our carefully selected third party sites we are not responsible for their practices or their privacy policies, even if you click on a link from our Site to theirs. It is your responsibility to check the privacy policy of every site that you visit and ensure that you are satisfied with the terms and conditions of the sites privacy policy.

On your personal detail page or on any email forms on our Site you will have the opportunity to select if you wish us to provide your personal information to carefully selected third parties. You can change this setting at any time by emailing us at [yourfutures@newplacetolive.co.uk](mailto:yourfutures@newplacetolive.co.uk) or in writing to Privacy Department, New Place To Live Ltd, 66 High Street, Barwell, Leicestershire, LE9 8DR.

Under no circumstances will we disclose, sell or distribute your personal information to any third party without your permission unless we are instructed to do so by law.

### **Cookies and tracking**

To personalise your visit to our Site we send a cookie or small text file to your computer so that when you visit our Site in the future we recognise you. This allows us to track how you use the Site. The cookie or text file is automatically stored on the hard drive of your computer by your internet browser.

Should you wish not to receive the cookie then you can disable it through your Internet Browser. If you are unsure how to select this option refer to the Help function in your Internet Browser. Please be aware that if you select this function then it will reduce the functionality of this Site and possibly many others that you visit.

We automatically log some information from you about your usage of the site but we are unable to identify you from this information.

### **Security, storage and transfer of information**

Your personal details are kept secure from damage, destruction, disclosure to a third party or unauthorised access. All preventative measures have been implemented to ensure that access to the data is prevented.

Any of our staff who has authorisation to access your personal data are made aware of the importance of keeping your personal information private. Should you contact us we will not disclose any personal information to you unless you have passed our security checks.

We will retain your information for a period of time or for as long as is required by law.

### **Sale of business**

Should our business be sold or merged with another business your personal details may be made available to our advisors, any potential purchasers' advisors and potential new owners.

### **Changes to the policy**

We may change this privacy policy from time to time as we add new products, services, features or in response to changes in the law or our commercial arrangements. Any changes to this policy will be posted on this Site.

### **Your consent**

By using this Site you agree to the collection and usage of your personal information by New Place To Live Ltd and its associated third party companies.