

PRIVACY POLICY

Purpose

Voller Surveying Services Ltd is committed to protecting personal information and processing data lawfully, fairly and transparently.

Information We Collect

We may collect:

- Names
- Addresses
- Email addresses
- Telephone numbers
- Property details
- Transaction information
- Billing information
- Survey instructions
- Correspondence records

Why We Process Data

We process personal information in order to:

- Provide professional surveying services
- Prepare reports
- Manage client instructions
- Meet regulatory requirements
- Maintain accounting records
- Protect legitimate business interests

Data Security

We maintain appropriate security measures to protect personal information from:

- Loss
- Misuse
- Unauthorised access
- Disclosure
- Alteration

Data Sharing

Information may be shared where necessary with:

- Professional advisers
- IT service providers
- Regulatory authorities
- Courts or legal bodies
- Parties authorised by the client

We do not sell personal data.

Data Retention

We retain records for as long as necessary to:

- Fulfil contractual obligations
- Meet RICS requirements
- Meet insurance requirements
- Comply with legal obligations

Individual Rights

Individuals may have rights to:

- Access personal data
- Rectify inaccuracies
- Restrict processing
- Object to processing
- Request deletion where applicable

Contact

Privacy enquiries should be directed to:

Voller Surveying Services Ltd

info@vollersurveyingservices.co.uk