

Privacy Policy

Effective date: **May 2018**

O’Hearne & Partners (“us”, “we”, or “our”) operates the www.ohearneandpartners.com website (the “Service”).

This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our Service and the choices you have associated with that data. We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. We take your privacy seriously – please see the “Your Rights” section near the bottom of this page. Please remember you can choose to withdraw your consent at any time by writing to us at wibsey@ohearnes.co.uk.

Definitions

Personal Data

Personal Data means data about a living individual who can be identified from that data (or from those and other information either in our possession or likely to come into our possession).

Usage Data

Usage Data is data collected automatically either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).

Data Controller

Data Controller means a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data is, or is to be, processed.

For the purpose of this Privacy Policy, we are a Data Controller of your data.

Data Processor (or Service Providers)

Data Processor (or Service Provider) means any person (other than an employee of the Data Controller) who processes the data on behalf of the Data Controller.

We may use the services of various Service Providers in order to process your data more effectively.

Data Subject

Data Subject is any living individual who is the subject of Personal Data.

User

The User is the individual using our Service. The User corresponds to the Data Subject, who is the subject of Personal Data.

Information Collection And Use

We collect several different types of information for various purposes to provide and improve our Service to you.

Types of Data Collected

Personal Data

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information may include, but is not limited to:

Email address

First name and last name

Date of Birth

Telephone number

Address, Postal code, City

We may use your Personal Data to contact you with information about our company, services, products or other information that may be of interest to you. You may opt out of receiving all of these communications from us by following the unsubscribe link or instructions provided in any email we send.

Use of Data

O'Hearne & Partners uses the collected data for various purposes:

To provide and maintain our Service to all our clients ie: vendors, purchasers, landlords and tenants.

To notify you about changes to our Service.

As required by law, we need to verify each individuals identity.

We would also, as and when required by law, respond to any requests made by Government and Law enforcement authorities.

Shared Data

We will at times share your data with 3rd party companies that offer services that we think will be of use/interest to you. (subject to your approval)

3rd Parties we may share your data with:

Mortgage brokers, solicitors and conveyancers, surveyors, utilities companies, referencing companies, EPC providers and contractors who maintain and carry out repairs including plumbers, electricians, damp proofing specialists, roofers etc...

Retention of Data

O’Hearne & Partners will retain your Personal Data for 7 years.

O’Hearne & Partners will after 7 years take all necessary steps to dispose of your personal data without delay.

Transfer Of Data

O’Hearne & Partners will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

In the event that we sell or integrate our business with another business, your details will be disclosed to our advisers and any prospective purchasers adviser and will be passed on to the new owners of the business

Disclosure Of Data

Disclosure for Law Enforcement

Under certain circumstances, **O’Hearne & Partners** may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

Legal Requirements

O’Hearne & Partners may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of **O’Hearne & Partners**
- To prevent or investigate possible wrongdoing in connection with the Service
- To protect the personal safety of users of the Service or the public
- To protect against legal liability

Security Of Data

The security of your data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

Your Rights

O’Hearne & Partners aim to take reasonable steps to allow you to correct, amend, delete, or limit the use of your Personal Data.

You can update your Personal Data directly by contact O’Hearne & Partners via email at wibsey@ohearnes.co.uk or in person at our office, 5-7 Folly Hall Road, Wibsey, Bradford, BD6 1UL.

If you wish to be informed what Personal Data we hold about you and if you want it to be removed from our systems, please contact us.

In certain circumstances, you have the right:

To access and receive a copy of the Personal Data we hold about you

To rectify any Personal Data held about you that is inaccurate

To request the deletion of Personal Data held about you

Since we provide an ongoing service to our active members, should you require us to delete your Personal Data we may need to ask you to confirm that you no longer need our service.

Please note that we may ask you to verify your identity before responding to such requests.

Service Providers

We may employ third party companies and individuals to facilitate our Service (“Service Providers”), to provide the Service on our behalf, to perform Service-related services or to assist us in analyzing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

Links To Other Sites

Our Service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party’s site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

Changes To This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the “effective date” at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Contact Us

If you have any questions about this Privacy Policy, please contact us:

By email: wibsey@ohearnes.co.uk

By visiting this page on our website: www.ohearneandpartners.com **WEBSITE PRIVACY SECTION**

Privacy Policy of www.ohearneandpartners.com