

## **DATA PROTECTION PRIVACY POLICY**

---

### **What we do**

Ross Strachan & Co will be a "controller" of the personal information that you provide to us when you make an enquiry via our website. We will collect, store and use the personal information that you provide to us via the website to deal with your queries and provide information you may ask for in relation to the sale of properties we are marketing. Information shall be collected, stored and used in accordance with this privacy notice.

### **Why we need your personal information – legitimate interest**

We need to collect your personal information so that we can provide you with the information you need from us and to enable us to market property via our website. We will use your personal information to respond to and communicate with you regarding your questions, and in relation to marketing properties we are selling in which you express an interest.

### **Who we share your personal information with**

We will only share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

Ross Strachan & Co employs third party suppliers to provide services, including IT. These suppliers may process personal data on our behalf as "processors" and are subject to written contractual conditions to only process that personal data under our instructions and protect it.

In the event that we do share personal data with external third parties, we will only share such personal data strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal data in accordance with those purposes.

### **How we protect your personal information**

Your personal information is stored on our electronic filing system and our servers based in the UK and is accessed by our staff for the purposes set out above.

### **How long we keep your personal information**

We keep personal information for the minimum period necessary to enable us to deal with your questions and queries.

### **Your rights**

You can exercise any of the following rights by writing to us at 86 Bell Street, Dundee, DD1 1JQ.

Your rights in relation to your personal information are:

- to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Ross Strachan & Co will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).