



This privacy notice tells you what to expect when we collect personal information. It applies to information we collect about:

- People who use our services
- Job applicants and current and former employees
- Tenancy applicants and current and former tenants
- Pupillage applicants
- Visitors to our websites

### **Security of your personal data**

- We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.
- We will store all the personal information you provide on secure (password and firewall protected) servers.
- All electronic transactions you make to or receive from us containing sensitive information will be encrypted using SSL technology.

### **Disclosure of personal data**

In most circumstances we will not disclose personal data without consent. In exceptional circumstances, such as dealing with fraud, credit risk, dealing with abusive online behaviour, to enforce rights, to protect property, to protect human safety, or if the law requires it we may pass your personal data to another person or organisation to use for their own purposes.

We will not, without your express consent, provide your personal information to any third parties for the purpose of direct marketing.

### **Your rights**

You may instruct us to provide you with any personal information we hold about you. Provision of such information may be subject to the payment of a fee.

You may instruct us not to process your personal data for marketing purposes by email at any time. (In practice, you will usually either expressly agree in advance to our use of your personal data for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal data for marketing purposes.)



## **Websites**

We use Google Analytics to analyse the use of our websites. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information.

## **Cookies**

We use both "session" cookies and "persistent" cookies on our websites. We will use the session cookies to keep track of you while you navigate the website; and to monitor user behaviour for statistical and marketing purposes. We will use the persistent cookies to enable our website to recognise you when you visit.

Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

## **Third-party websites**

The website contains links to other websites. We are not responsible for the privacy policies or practices of third-party websites.

## **Updating information**

Please let us know if the personal information which we hold about you needs to be corrected or updated.