

## PRIVACY STATEMENT

We are committed to being transparent about how we retain and use personal information and as part of our commitment to privacy, we have adopted this Privacy statement.

### Collecting Information

We receive your personal details when you contact us directly via our website contact pages.

We record details of staff and business contacts, for example when business cards are exchanged or from information provided at a business conference or event.

We collect information provided in connection to our services, for example in connection with survey inspection or project management works,

We may require information to validate your identity, such as a passport or proof of residency document.

Whilst our website uses Cookies provided by Google Analytics, these cookies collect information in an anonymous form, including numbers of visitors to the site, the pages visited and where visitors have come to the site from.

These cookies do not collect any information from which you can be identified personally, but please read more here: [Google Analytics cookie policies](#)

<https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>.

### Use of Information

In the course of carrying on our business we collect data directly from you and from sources which are open to the public. We may collect the following personal information when you provide it to us:

- identity data, including your name and address;
- contact data, including your telephone numbers, email and postal addresses;
- financial data, including your bank account and, in some cases, payment card, details;
- transaction data, including details about payments to and from you and details of the services you have obtained from us;
- technical data, including your internet protocol address, log-in data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and other devices used to access this website;
- profile data, including your user name and password, your preferences, feedback and survey responses;
- usage data, including information about how you use our website and services; and
- marketing and communications data, including your preferences in receiving marketing from us and your communication preferences.

## Sharing Information

We have process and policies in place to ensure your details are safe and secure. We may share your information as necessary to carry out our business, by your requests or as required by law or other legal process. We may share personal information with:

Mason Carey employees who require the information to provide our service

Organisations that work alongside us to support the service we provide you – We do not share personal information with third parties except as necessary to carry out our business

Those you have given your permission for us to share with

Official bodies to detect and prevent criminal activity

## Keeping your information safe

We have operational security policies and procedures in place to protect your personally identifiable information from loss, misuse, alteration or unintentional destruction. Our personnel who have access to the data have been trained to maintain the confidentiality of your information.

## Our legal basis for processing your information

We require personal information as necessary for the fulfilment of a contract, under legal obligations and to provide the services we have been asked to provide. In some instances, we rely on our legitimate interests and use personal information to run our business.

## Your rights

Please do not hesitate to email [ben@masoncarey.com](mailto:ben@masoncarey.com) if you would like to:

- Request a copy of the information we hold
- Ask us not to use or to delete your information
- Have your information corrected
- Opt-in or out of our regular news and market insight updates
- Ask any questions in relation to this privacy statement