

Privacy Policy for Phonica Surveying Limited

Effective Date: 5th August 2024

Introduction

Phonica Surveying Limited ("we", "our", "us") is committed to protecting the privacy and security of your personal information. This privacy policy explains how we collect, use, disclose, and safeguard your information when you visit our website [insert website URL] or use our services.

Information We Collect

We may collect and process the following types of personal data:

- **Contact Information:** Name, email address, phone number, postal address.
- **Professional Information:** Job title, company name, and industry.
- **Financial Information:** Billing details, bank account numbers, or payment card details.
- **Technical Information:** IP address, browser type, operating system, and other technical data.
- **Surveying Data:** Geographical and property-related data collected during surveys.

How We Use Your Information

We use the collected information for the following purposes:

- **Service Delivery:** To provide and manage our surveying services.
- **Communication:** To contact you regarding appointments, services, and customer support.
- **Billing and Payments:** To process transactions and send invoices.
- **Improvement of Services:** To understand how our services are used and to enhance them.
- **Legal Compliance:** To comply with applicable laws and regulations.

Sharing Your Information

We may share your personal information with:

- **Service Providers:** Third-party companies that help us deliver our services.
- **Legal Authorities:** To comply with legal obligations or respond to legal requests.
- **Business Transfers:** In the event of a merger, acquisition, or asset sale.

Data Security

We implement appropriate technical and organizational measures to protect your personal data against unauthorized access, alteration, disclosure, or destruction.

Data Retention

We retain your personal information only as long as necessary for the purposes outlined in this policy or as required by law.

Your Rights

You have the following rights regarding your personal data:

- **Access:** Request access to your personal information.
- **Rectification:** Request corrections to any inaccurate or incomplete data.
- **Erasure:** Request the deletion of your personal data.
- **Restriction:** Request restrictions on the processing of your data.
- **Objection:** Object to the processing of your personal data.
- **Data Portability:** Request the transfer of your data to another organization.

To exercise these rights, please contact us using the contact details below.

Cookies and Tracking Technologies

Our website may use cookies and similar technologies to enhance your experience. You can manage your cookie preferences through your browser settings.

Third-Party Links

Our website may contain links to third-party websites. This privacy policy does not apply to those websites, and we are not responsible for their content or privacy practices.

Changes to This Policy

We may update this privacy policy from time to time. We will notify you of any significant changes by posting the new policy on our website and updating the effective date.

Contact Us

If you have any questions or concerns about this privacy policy or our data practices, please contact us at:

Phonica Surveying Limited
54 Carlton Ave, Romiley, Stockport. SK6 4EQ
info@phonicasurveyors.com

Notes:

- **Legal Compliance:** Ensure that this privacy policy complies with applicable data protection laws such as the UK GDPR, Data Protection Act 2018, or any other relevant legislation.
- **Customizations:** Modify the sections to reflect the actual data practices of Phonica Surveying Limited, including specific types of data collected and their uses.

- **Professional Review:** Consider having the policy reviewed by a legal professional to ensure compliance and accuracy.