



## **Privacy Policy**

We are committed to ensuring that your privacy is protected and understand the need for appropriate protection of all personal information provided by you to us. This Privacy Policy has been created in order that you understand the importance that we attach to this issue and our commitment to ensure that we comply with UK legislation in this area.

### **Your Consent**

Where required providing personal details, you consent to the collection, use and retention of your personal information for our legitimate business purposes as explained and set out in this Privacy Policy.

### **Collection, Use & Retention of Information**

We collect, use and retain information about you in order to operate our property management software as it is required to conduct our business effectively.

### **Protection of Information**

We maintain appropriate security standards and procedures in relation to the collection, use and retention of your information in order to prevent unauthorised access or disclosure. Should you contact us, our security procedures mean that we may request proof of identity before we are able to disclose any information to you.

### **Disclosure to Third Parties**

We do not disclose your personal information to any third party without your consent except when necessary in relation to any supply of products and/or services by us to you or in order to protect against fraud or any other crime (usually by providing such information to a reputable information reporting organisation) or in the event that we sell our business then to the purchaser of that business. We may in addition from time to time share non-personal, non-individual information in aggregate form with third parties for business purposes, for example we may tell our business partners the number of customers in certain demographic groups who purchased our software. This does not involve the disclosure of any personal information which can identify any particular customer in any way

### **Employee Access to Information**

Your information is disclosed to our employees, agents and representatives on "a need to know" basis and we confirm that all such persons understand the importance of client confidentiality and privacy.

### **Updating, Maintenance and Accuracy of Your Information**

We do our best to ensure that all information held relating to you is kept up-to-date, accurate and complete. Data populated by You is Your sole responsibility and any changes to any aspect of your personal data should be updated directly in the software by you. If you have any questions or comments about our Privacy Policy, please contact us on [info@mytownguides.com](mailto:info@mytownguides.com) and we will endeavour to respond as soon as possible.