

# Matthew Homes Limited - Data Policy

We will only store information about an individual that is relevant to their purchase or enquiry.

We will not pass information on to third parties unless it is required to facilitate the house purchase.

We will not use contact details to make unsolicited contact with any individual for whom we hold information other than to inform them of relevant information about their house or our dealings with them including data storage information.

We will make every effort to keep data secure and prevent data breaches.

In the event of a data breach, all affected parties will be informed of the breach and its extent as soon as possible.

This policy document acts to inform individuals that we are storing relevant data about them.

At the request of the individual, we will furnish them with all the information held about them.

We will correct any incorrect data held about an individual in a timely manner once any such error becomes apparent.

At the request of the individual, we will erase any data held about them *unless we are required by law to keep the information.*

We will not use any data stored about individuals for automated decision making nor for profiling purposes.

**ALL THE ABOVE APPLIES EQUALLY TO CHARLES GALLAGHER LTD.**