

PRIVACY POLICY

How Letts Inventories use your Personal Information

This notice is to let you know how we look after your personal information. This includes the information you give us and the information we record of our contact(s) with you and also the permissions you give us about what marketing information you want us to send you.

We are committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with General Data Protection Regulations 25th May 2018).

We promise to:

- Keep your data safe and private
- Not to sell your data
- Give you ways to manage and review your marketing choices at any time
- Hold your data securely in accordance with the law.

The Law regarding Personal Information:

In addition to our privacy policy you are protected by law. The law allows us to use your personal information only if we have a justifiable reason to do so. The law says we must have one or more of these reasons:

- Legal duty
- Legitimate interest
- You consent to it

Ways we may use your Personal Information:

- Service delivery
- To ensure we are sending you information that you have asked for

You provide data when you:

- Make an enquiry
- Make a booking
- Interact with us on social media
- Provide us with service

Sharing your data:

We do not share your information with third parties unless you have given your permission to do so or there is a legal requirement to do so such as protection of yourself or others if we feel there is a risk, or we receive a legal request for your records.

We share your information only with those you have given us permission to contact. We will only send you information that you have agreed to receive. You may remove yourself from any mailing list or email from us at any point you choose.

Storing your Data:

All data will be stored securely and in line with legal requirements.

We will store your information for a maximum of 7 years after our last contact with you. Enquiries and applications that you make and then do not choose to follow up on will be stored for 12 months. You may request these to be destroyed ahead of this timescale.

External Links:

Although we are looking to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned in our website. (External links are clickable text/banner/image links to other websites).

We cannot guarantee or verify the contents of any externally linked website despite our best efforts. Users should therefore note that they click on external links at their own risk. Letts Inventories or this website cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Your Rights:

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

If you wish us to delete, remove or stop using your personal information we will do so on request as long as there is no legal or justifiable need for us to keep it. This is known as the 'right to object' or 'right to erasure' or the 'right to be forgotten'.

You may withdraw your consent at any time. If you withdraw your consent we will be unable to provide services to you. Please contact us if you wish to withdraw your consent.

How to get a copy of your Personal Information

Please email us at lettsinventories@gmail.com requesting a copy of your personal information. We will provide the information to you within 28 days.

If you believe the information held by us, about you, is wrong or incomplete please contact us. We will take reasonable steps to check its accuracy and correct it.