

## Privacy Policy

Smart Investment and Management Limited is an estate agency whose registered number is 10721188 and registered office is Studio 1, 46 The Calls, Leeds, LS2 7EY. We are committed to protecting your privacy. This Privacy Policy sets out how Smart Investment and Management Ltd handles data which identifies you.

### Data Protection Information

We are registered under the Data Protection Act 1998 and any information you supply will be treated in accordance with that Act. You can obtain further information about data protection laws by visiting the Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk).

### Information Collected and its Use

We receive and store any information you enter on our website, or give us in any other way, for example during a meeting or phone conversation. We use your contact details to communicate with you, we may also use your information to send you news about our products and services or those of other carefully selected companies which we think may be of interest to you. We may contact you by post, email, telephone or fax for these purposes. If you do not want to receive such communication you can opt-out during registration, by emailing us at [enquiries@smartim.co.uk](mailto:enquiries@smartim.co.uk). Please note that there may be instances where it may be necessary for us to communicate with you, in any event, for administrative or operational reasons relating to our service.

Personal information is collected by Smart Investment & Management for and on behalf of Smart Investment & Management only.

We collect personally identifiable information about you (your "Data") through:

- the use of enquiry and registration forms
- when you purchase any of our products or services
- the provision of your details to us either online or offline



The elements of your Data that we collect may include:

- Name
- Job title
- Company name
- Company address, phone and fax number
- Home address and phone number
- Mobile telephone number
- E-mail address

### Place of Processing

The personal information held by us is held on and processed by computers situated in the United Kingdom.

### Security

We have security measures in place to protect our customer database and access to this database is restricted internally. However, it remains your responsibility:

to protect against unauthorised access to your log in details;

if you open more than one browser of the same type whilst using the website, to remember to close down all browser windows when you finish;

if you share a computer with someone else or use a public Internet access then we advise you to delete the browsing history and log off the computer. This will help ensure information in an anonymous form, including the number of visitors to the site, where any personal information stored temporarily in the computer's memory is lost.

### Disclosure for Legal and Regulatory Reasons

We reserve the right to communicate such personal information as we hold to third parties which seek the disclosure of it, if we are requested to do so by law or by a regulatory authority.



## Links to Third Party Sites

Our site contains links to other sites. We are not responsible for the privacy practices, or the content of those websites. You should read the privacy policies of every website that collects data.

## Email

There is no guarantee that any e-mail you send will be received by us or that the confidentiality of that e-mail will be maintained during internet transmission.

## Cookies

Cookies are small text files that are placed on your computer's hard drive through your web browser when you visit any web site. They are widely used to make web sites work, or work more efficiently, as well as to provide information to the owners of the site.

Like all other users of cookies, we may request the return of information from your computer when your browser requests a web page from our server. Cookies enable our web server to identify you to us, and to track your actions and the pages you visit while you use our website. The cookies we use may last for a single visit to our site (they are deleted from your computer when you close your browser) or may remain on your computer until you delete them or until a defined period of time has passed.

Although your browser software enables you to disable cookies, we recommend that you allow the use of cookies in order to take advantage of the features of our website that rely on their use. If you prevent their use, you will not be able to use all the functionality of our website.

To record whether you have accepted the use of cookies on our web site. This is solely to comply with the law. If you have chosen not to accept cookies, we will not use cookies for your visit, but unfortunately, our site will not work well for you.

To allow essential parts of our web site to operate for you. To  
operate our content management system.



To operate the online notification form – the form that you use to contact us for any reason. This cookie is set on your arrival at our web site and deleted when you close your browser. to enhance security on our contact form. It is set for use only through the contact form. This cookie is deleted when you close your browser.

To collect information about how visitors use our site. We use the information to improve your experience of our site and enable us to increase sales. This cookie collects information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from, and the pages they visited.

To record that a user has viewed a webcast. It collects information in an anonymous form. This cookie expires when you close your browser.

To record your activity during a web cast. For example, as to whether you have asked a question or provided an opinion by ticking a box. This information is retained so that we can serve your information to you when you return to the site. This cookie will record an anonymous ID for each user, but it will not use the information for any other purpose. This cookie will last for a period of time after which it will delete automatically.

To store your personal information so that you do not have to provide it afresh when you visit the site next time. This cookie will last for a period of time after which it will delete automatically.

### Legal information and your agreement

Access by you to our web-site is confirmation that you have understood and agreed to be bound by all of these terms and conditions. This web-site is prepared and issued in the United Kingdom and is intended for the information of United Kingdom residents only. This web- site is for information purposes only and its content is subject to change without notice.

Nothing on this web-site shall be deemed to constitute financial advice and, in the event, that you wish to have any such advice, please contact us.

### Disclaimer

Whilst we use all reasonable efforts to ensure that the information published on this website is accurate, current and complete at the date of publication, no representatives or warranties are made (express or implied) as to the accuracy, currency or completeness of such information. We



cannot accept responsibility (to the extent permitted by law) for any loss arising directly or indirectly from the use of, or any action taken in reliance on, any information appearing on this web-site or any other web-site to which it may be linked. We make not warranty that this web-site is free from errors, defects or viruses. We reserve the right to change, modify, add or remove provisions of this Privacy Policy. Any changes to this Policy will be shown here, and we recommend that you check this Policy again from time to time.

### Copyright Notice

The entire contents of this web-site is our property and is subject to copy right with all rights reserved. You may download or print individual sections of the web-site for personal use and information only provided that these properly indicate our copyright and other proprietary notices. You may not reproduce (in whole or in part), modify, decompile, disassemble or transmit or use for any commercial purpose whatsoever any information from this website without Our prior written consent.

### Applicable Law

Any disputes arising from the use of this website shall at all times be governed by the laws of England and Wales and the parties shall submit to the exclusive jurisdiction of the English Courts.

### Changes to this Policy

This policy is effective 23rd May 2018. From time to time we may make changes to this privacy policy statement to reflect any changes to our privacy practices in accordance with changes to legislation, best practice or website enhancements.

### Queries

If you have any requests concerning your personal information or any queries regarding these practices, please write to us:

The Managing Director, Smart Investment & Management, Studio 1, 46 The Call, Leeds, LS2 7EY.

