

# Privacy Policy

Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we collect, use, communicate and disclose and make use of personal information. The following outlines our privacy policy.

- Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.
- We will collect and use personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes unless we obtain the consent of the individual concerned or as required by law.
- We will only retain personal information as long as necessary for the fulfilment of those purposes.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Personal data should be relevant to the purposes for which it is to be used and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorised access, disclosure, copying, use or modification.
- We will make readily available to customers information about our policies and practises relating to the management of personal information.
- Commercial Property Finance Consultancy Limited (the "parent") is registered with the Information Commissioner in the UK as a "data controller" in accordance with the provisions of the Data Protection Act 1998 under registration number Z9748680. Further details of the registration are available at [www.ico.org.uk](http://www.ico.org.uk).

We are committed to conducting our business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained.

If you have any questions relating to the privacy policy or how we use the personal information we have about you, please contact [enquiry@director-payroll.co.uk](mailto:enquiry@director-payroll.co.uk)