



Mike Parsons MRICS Chartered Surveyor, independent local surveyor - Bristol

Data Privacy Statement

- **What personal data does SP Surveyors process?**

When you ask me to carry out a valuation or a survey and you agree to my terms and conditions, I need to record your name and current address, your email address and/or telephone number, and the address of the property surveyed.

- **Why do we keep your personal data?**

I am required by the Royal Institute of Chartered Surveyors and under my Professional Indemnity Insurance to retain a copy of your survey which contains your name and property address, together with supporting material such as emails from you. We also retain invoices containing your name and address for financial accounting purposes.

- **Do we share your data with anyone else?**

Details of your name and address are held within online accounting software. SP Surveyor records may be subject to inspection by the Royal Institute of Chartered Surveyors and HMRC.

- **Do we sell your data to others?**

SP Surveyors will not sell or trade your information to a third party, or use your information for marketing.

- **How long do we keep these records?**

We are required by the Royal Institute of Chartered Surveyors to keep records for up to 15 years. SP Surveyors is registered with the Information Commissioners Office. We keep your information secure, to prevent unauthorised access.

- **Your rights**

You have the right to ask us for a copy of the personal data that we hold about you to check that it is accurate. If you have a query or complaint about use of personal data, please let us know. If we can't resolve the matter you can contact the Information Commissioner's Office at www.ico.org.uk