



# JOR Property Ltd

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## Data Privacy Notice

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

## 1. What information do we collect?

We may collect, store and use the following type of personal information:

- information relating to any transactions carried out between you and us on or in relation to this website (including information relating to any purchases you make of our goods or services). We may also ask you for information when you report a problem with our site;
- if you contact us, we may keep a record of that correspondence;
- we may ask you to complete surveys that we use for research purposes, your response is not mandatory;
- information about your computer and about your visits to and use of this website, including your IP address, geographical location, browser type, operating system, referral source, length of visit, page views and website navigation. This data is not personally identifiable;
- in the event that you seek employment with JOR Property Ltd, we will collect and store information about yourself including your Curriculum Vitae, qualifications and references;
- information that you provide to us for the purpose of registering with us and/or requesting a quotation/service (including personal contact information such as your name, email address, telephone number and address);
- information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters (including personal contact information such as your name and email address);
- any other information that you choose to send to us.

## 2. Cookies

Cookies are small amounts of information, usually in the form of a text file, which are stored on your computer or other device, and remember information about the configuration of your computer. JOR Property Ltd may access this file which acts as an easy way to identify you when you use the website.

JOR Property Ltd may issue cookies to your computer or other access device when you access the website. Cookies make it easier for you to log on to and use the website during your current and future visits. They also allow us to monitor website traffic and to personalise the content of the website for you. JOR Property Ltd offers payment facilities and some cookies are essential to ensure that your order is remembered between pages so that we can process it properly.

Changes to online privacy laws across the EU since May 2011 require consent for the use of 'cookies' and other similar web technologies. The new legislation was introduced to help you

choose whether or not to allow each website you visit to use cookies when you visit them. It is your right to choose if you give your consent or not, but you should be aware that in some cases you may not be able to use or see all the features of our website, if you do not allow the use of cookies.

By using the JOR Property Ltd website you may also receive certain third party Cookies on your computer or device. Third Party Cookies are those placed by websites, services, and/or parties other than JOR Property Ltd. By using the website, you agree to our use of cookies. More information can be found at [Cookipedia](#).

### 3. Using your personal information

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- administer the website;
- to carry out our obligations arising from any contracts entered into between you and us;
- improve your browsing experience by personalising the website;
- enable your use of any services available on the website;
- supply you with services sourced via the website;
- send statements and invoices to you, and collect payments from you;
- send you general (non-marketing) commercial communications;
- send you email/SMS notifications which you have specifically requested;
- send you our newsletter and other marketing communications relating to our business which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology (you can inform us by email at any time if you no longer require marketing communications by contacting us on [info@jorproperty.co.uk](mailto:info@jorproperty.co.uk));
- to notify you about changes to our service;
- process enquiries and complaints.

Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the licence you grant to us. We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

Our lawful basis for processing your personal information are for the purposes of providing a quotation or information during the course of our business transaction. You may provide your contact details to enable us to provide you with information.

#### 4. Disclosures

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose your personal information:

- to the extent that we are required to do so by law;
- in connection with any legal proceedings or prospective legal proceedings;
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- to the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling; and
- to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

#### 5. Data Retention

Data will only be retained for as long as is appropriate in accordance with financial and business requirements.

#### 6. International data transfers

We do not transfer personal data outside the EEA.

#### 7. Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure password and firewall protected servers. All electronic payment transactions you make to us or receive from us are encrypted.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our site. Any transmission is at your own risk.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

#### 8. Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes. We may also notify you of changes to our privacy policy by email.

#### 9. Your rights

You have the right to access information held about you. You are entitled in law to receive a copy of personal information or data. Any access request will be subject to a fee of £10 (or such other sum as may be prescribed by law from time to time). Your request should be addressed to JOR Property Ltd, 5-7 Walker Road, Aberdeen, AB11 8BQ. Provision of such information will be subject to the supply of appropriate evidence of your identity.

We may withhold such personal information to the extent permitted by law.

You may instruct us not to process your personal information for marketing purposes, by sending an email to us. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal information for marketing purposes.

If your personal details change, if you change your mind about any of your marketing preferences or if you have any queries about how we use your personal information, please contact us via email at [info@jorproperty.co.uk](mailto:info@jorproperty.co.uk).

#### 10. Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

#### 11. Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

#### 12. Contact

If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email to [info@jorproperty.co.uk](mailto:info@jorproperty.co.uk) or by post to JOR Property Ltd, 5-7 Walker Road, Aberdeen, AB11 8BQ.

13. Data controller

The data controller responsible in respect of the information collected on this website is Murray Ritchie.