



Privacy Policy

Perkins George Mawer & Co is committed to protecting your personal information and complying with all applicable legislation in relation to data protection. This policy describes how we collect, use and disclose your personal information.

This policy applies to any personal information about you that you provide to Perkins George Mawer & Co or which is provided to Perkins George Mawer & Co by third parties.

The data controller in respect of personal information processed under this policy is Perkins George Mawer & Co. Registered Office: Corn Exchange Chambers, Queen Street, Market Rasen, Lincolnshire LN8 3EH. Perkins George Mawer & Co is authorised and regulated by RICS (ref number: 821081).

What Personal Information Do We Collect and How Do We Receive It?

Perkins George Mawer & Co collects the following types of personal information from you:

- Company or Individual Name
- Company or Individual Address
- Contact details such as email addresses and telephone numbers
- Bank Account Details
- VAT Number

How Do We Use Personal Information About You?

Perkins George Mawer & Co may use your personal information for the following purposes:

- To verify your identity
- To help prevent fraud
- To enable us to trade with you
- To enable company communications

Who Do We Provide This Personal Information To?

Perkins George Mawer & Co may provide your personal information to:

- HM Revenue & Customs
- Rural Payments Agency
- Perkins George Mawer & Co office staff and directors
- Utility Companies
- Landlords
- Contractors

Perkins George Mawer & Co will never share your personal information and data is never transferred out the European Economic Area (EEA).



Where We Store Your Information

Perkins George Mawer & Co protects your personal information using technical and administrative security measures to reduce the risks of loss, misuse, unauthorised access, disclosure and alteration. Some of the safeguards we use are firewalls, physical access controls to our data sources, and information access authorisation controls. Perkins George Mawer & Co data is never taken or stored off site.

There is no guarantee data can never be lost through misuse, unauthorised access, disclosure and alteration. Perkins George Mawer & Co has a comprehensive insurance policy to cover this eventually.

How Long Will We Keep Personal Information About You?

Perkins George Mawer & Co will retain records for up to seven years post-trading in line with our legal and regulatory requirements.

Your Rights

We respect your right to access, correct, request deletion or request restriction of our usage of your personal information as required by applicable law and where relevant. We also take steps to ensure that the personal information we collect is accurate and up to date.

- You have the right to know what personal information we maintain about you
- We will provide you with a copy of your personal information in a structured common format on request and free of charge
- If your personal information is incorrect or incomplete, you have the right to ask us to update it

You can manage your rights by writing to us at the above address, telephoning 01673 843011 or emailing info@perkinsgeorgemawer.co.uk.

Data Breaches

If you become aware of a personal data breach please report it to the above address immediately. If you are unhappy with how we have dealt with your complaint you can find guidance on your obligations under information rights legislation on the ICO's website, (www.ico.org.uk), as well as information on their regulatory powers and the action they can take.