

# Our use of your personal information

When we use the expression 'personal information' we mean things such as your name, postal address, email address and phone number.

MRM Property Services Ltd takes your privacy seriously. We will only use your personal information to administer your account (raise invoices, etc) and to provide the services you have specifically requested from us.

## Sharing your personal information

We will never share, disclose, sell or distribute your personal information to any third party, whether for marketing purposes or anything else, without your express written authorisation. The only exceptions are:

- when we are required to by law; or
- when it is justified in the normal course of our business, for example, if we have to use an external agency to recover a debt.

## Keeping your personal information

We will retain your personal information for a reasonable period, or for as long as we are required to by law.

## Accessing your personal information

You have the right to access the information which we hold about you. We have to respond to a request for the information we hold about someone within one month of receiving the request.

If any of the information about you is incorrect, we will make the necessary changes, and show you what we have done.

To contact us about this or any other aspect of the personal information we hold about you, either:

- email:* john@mrmpropertieservices.co.uk; or
- write to:* MRM Property Services Ltd, 55 Eden Vale Road, Westbury, Wiltshire BA13 3NY