

OUR UPDATED PRIVACY POLICY

**We'll always keep your data safe and secure.
So you're clued up, here's why we need it and how we use it.**

This privacy notice applies to all personal information processed by or on behalf of **Bridge Shoreditch Ltd.**

Protecting Your Privacy

Bridge Shoreditch Ltd are 100% committed to protecting the privacy and security of our customers and site visitors. Bridge Shoreditch Ltd will always keep your data safe and secure. In order for you to be in the know this Privacy Policy let's you know why we need it and how we use it. It applies to all products and services, and instances where we collect your personal data.

How we use your information

We do not, and will not, sell any of your personal data to any third party – including your name, address, email address or any other personal information. We want to earn and maintain your trust, and we believe this is absolutely essential in order to do that.

However, in order to process your transaction with Bridge Shoreditch Ltd, we share your data with Professional Service Providers such as Solicitors, Referencing Companies, Credit Reference Agencies, and Fraud Protection Agencies etc. This is done with your prior authorisation, and as an essential part of being able to provide our services to you.

As your information has been provided directly to us from you, for the purposes of which you have registered, we have assessed that we have a Legitimate Interest to contact you regarding this purpose.

What is the source of your personal information?

We only hold information about you given to us either directly from you in person, via email, over the telephone, through an enquiry via our website or via an intermediary website such as Rightmove.

What do we use your personal data for?

Your personal information is used in the following capacity:

- to provide you with the services which you request;
- for verifying your identity for security purposes;
- for marketing our services and products;
- Information which does not identify any individual may be used in a general way by us or third parties, to provide class information, for example relating to demographics or usage of a particular page or service.

How do we use your information when you visit our website?

Your domain name and e-mail address:

Your domain name and e-mail address are recognised by our servers and the pages that you visit on our website are recorded.

We shall not under any circumstances divulge your e-mail address to any person who is not an employee or contractor of ours and who does not need to know, either generally or specifically.

This information is used:

- to correspond with you or deal with you as you expect.
- in a collective way not referable to any particular individual, for the purpose of quality control and improvement of our site;
- to send you news about the services to which you have signed up;
- to tell you about other of our services or services of sister web sites.

Note of Padlock Symbols and other Trust Marks:

Many companies offer certification and an icon or other small graphic to prove to site visitors that the site is safe. Some certify to a high level of safety. We do not handle information about your credit card so do not subscribe to any such service. However, we suggest you assess this notice to judge that we do take your privacy seriously.

Cookies:

Cookies are small text files that are placed on your computer's hard drive through your web browser when you visit any web site. They are widely used to make web sites work, or work more efficiently, as well as to provide information to the owners of the site.

Like all other users of cookies, we may request the return of information from your computer when your browser requests a web page from our server. Cookies enable our web server to identify you to us, and to track your actions and the pages you visit while you use our website. The cookies we use may last for a single visit to our site (they are deleted from your computer when you close your browser), or may remain on your computer until you delete them or until a defined period of time has passed.

Although your browser software enables you to disable cookies, we recommend that you allow the use of cookies in order to take advantage of the features of our website that rely on their use. If you prevent their use, you will not be able to use all the functionality of our website.

Here are the ways we may use cookies:

- to record whether you have accepted the use of cookies on our web site. This is solely to comply with the law. If you have chosen not to accept cookies, we will not use cookies for your visit, but unfortunately, our site will not work well for you.
- to allow essential parts of our web site to operate for you.
- to operate our content management system.
- to operate the online notification form – the form that you use to contact us for any reason. This cookie is set on your arrival at our web site and deleted when you close your browser.
- to enhance security on our contact form. It is set for use only through the contact form. This cookie is deleted when you close your browser.
- to collect information about how visitors use our site. We use the information to improve your experience of our site and enable us to increase sales. This cookie collects information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from, and the pages they visited.
- to record that a user has viewed a webcast. It collects information in an anonymous form. This cookie expires when you close your browser.
- to record your activity during a web cast. For example, as to whether you have asked a question or provided

an opinion by ticking a box. This information is retained so that we can serve your information to you when you return to the site. This cookie will record an anonymous ID for each user, but it will not use the information for any other purpose. This cookie will last for a period of time after which it will delete automatically.

- to store your personal information so that you do not have to provide it afresh when you visit the site next time. This cookie will last for a period of time after which it will delete automatically.
- to enable you to watch videos we have placed on YouTube. YouTube will not store personally identifiable cookie information when you use YouTube's privacy-enhanced mode.

Complaining

When we receive a complaint, we record all the information you have given to us. We use that information to resolve your complaint. If your complaint reasonably requires us to contact some other person, we may decide to give to that other person some of the information contained in your complaint. We do this as infrequently as possible, but it is a matter for our sole discretion as to whether we do give information, and, if we do, what that information is.

We may also compile statistics showing information obtained from this source to assess the level of service we provide, but not in a way that could identify you or any other person.

Job Application & Employment

If you send us information in connection with a job application, we may keep it for up to three years in case we decide to contact you at a later date.

If we employ you, we collect information about you and your work from time to time throughout the period of your employment. This information will be used only for purposes directly relevant to your employment. After your employment has ended, we will keep your file for six years before destroying or deleting it.

Review or update your Personal Information

At any time you may review or update the personally identifiable information that we hold about you by contacting us at the address below. To better safeguard your information, we will also take reasonable steps to verify your identity before granting access or making corrections to your information.

Bridge Shoreditch Ltd
98a Curtain Road
Shoreditch
London
EC2A 3AA

Compliance within the Law

This confidentiality policy has been compiled so as to comply with the law of every jurisdiction in which we aim to do business. If you think it fails to satisfy the law of your country, we would like to hear from you.

Disclosure to Government and their agencies

We are subject to the law like everyone else. We may be required to give information to legal authorities if they so request or if they have the proper authorisation such as a search warrant or court order.

Removing your information

If you wish us to remove personally identifiable information, you may contact us on Email. To better safeguard your information, we will also take reasonable steps to verify your identity before granting access or making corrections to your information.

We keep information which forms part of our business record for a minimum of seven years. That is because we may need it in some way to support a claim or defense in court. That is also the period within which our tax collecting authorities may demand to know it.

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- to allow essential parts of our web site to operate for you.
- to operate our content management system.
- to operate the online notification form - the form that you use to contact us for any reason. This cookie is set on your arrival at our web site and deleted when you close your browser.
- to enhance security on our contact form. It is set for use only through the contact form. This cookie is deleted when you close your browser.
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We keep information which forms part of our business record for a minimum of seven years. That is because we may need it in some way to support a claim or defense in court. That is also the period within which our tax collecting authorities may demand to know it.