

PRIVACY POLICY

This Privacy Policy sets out how we use and protect any information that you give us during business communications and transactions undertaken between us.

This Policy covers Ventureforth 2000 Ltd, Ventureforth Business Park Ltd, Holmes Wharf Limited & Technical Real Estate Nottingham Ltd whose registered office address is Ventureforth House South Denes Road Great Yarmouth Norfolk NR30 3PT collectively being the Ventureforth Group.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement. This also applies to information we already hold because of past and current business activities.

By submitting or already have submitted your data to us it is implied that you have given us your permission to use your data under the terms of this policy.

What we collect:

We may collect the following information:

- Name
- Company
- Address
- E-mail
- Telephone No
- Fax No
- Mobile No.
- Out of hours contact details
- Bank account details
- Other information relevant to our commercial property services

Why we need your details:

- Internal record keeping
- To communicate with you in relation to our business activities.
- Invoicing for rent and services provided
- Provide you with information on our properties and services
- Reply to requests for information
- Resolve problems

How long will we keep your information?

Your details will be kept within the Ventureforth Group organisation until you ask for them to be removed or for as long as reasonably necessary for the purposes set out in this privacy policy and to fulfil our legal obligations.

Who has access to this information.

Only employees within the Ventureforth Group will have access to information held. Your details will not be sold or otherwise disposed of to any third party except where we are legally obliged to do so.

How secure are your details?

When you provide us with your details, we will take all reasonable steps to keep these details secure and free from unauthorised access. Information kept on PC's will be password protected. Internal systems will be updated as new technology becomes available and is appropriate to our business activities.

Access to your information.

You have the right to request disclosure of the information that we hold about you. If you would like to see a copy of this information, please email mikefutter@ventureforth.co.uk

Removing or changing your information.

You have the right to request us to correct, supplement, block or delete said data totally or partially in the event it is factually inaccurate, incomplete or irrelevant to the purpose of the processing.

If you wish to change the information we hold for you please contact us at the address given below or email, phone or fax us.

If you wish to have your information removed from our data base permanently please advise us accordingly. Your information will be removed as soon as is practically possible.

How will you know if we amend this Privacy Policy?

We may need to make changes to this Privacy Policy at any time. If we make material change to how we collect, use or share your information, we will update this Privacy Policy and inform you of these changes by posting prominent notices of the key change on our website . We will also communicate details of the change to you by e-mail.

Making a complaint/request for data amendment or removal

In the unlikely event that you have a complaint about the way your data is stored / used, or should you wish to amend your data, or have it removed please contact:

The Company Secretary
Ventureforth 2000 Limited
Ventureforth House
South Denes Road
Great Yarmouth
NR30 3PT

Tel: 01493 331112

Fax: 01493 857117

e-mail: properties@ventureforth.co.uk