

# Privacy Notice

## Introduction

Your privacy matters to us. When you access our website [bestbuyfloridaproperty.com](http://bestbuyfloridaproperty.com) any information about you will be kept private and not given out to any third parties.

## Who we are?

Wolferealty can be reached at [wolfe@bestbuyfloridaproperty.com](mailto:wolfe@bestbuyfloridaproperty.com).

## What information do we collect?

Should you wish to contact us and submit your name and email address and telephone contact number on our Contact Us form, the data is held in the strictest confidence and will only be used to respond to you and send you relevant information.

## How do we use personal information?

We will add your data to our contact file for administrative purposes and also to contact you with information that would be of interest ie. Marketing communications.

## What legal basis do we have for processing your personal data?

When you submit your details to us we rely on your consent to respond to you and provide you with relevant marketing or administrative communications. You can withdraw your consent at any time by contacting us.

## When do we share personal data?

We treat your personal data confidentially and will never share your data with third parties.

## Where do we store and process personal data?

[www.bestbuyfloridaproperty.com](http://www.bestbuyfloridaproperty.com) is managed in both the UK and USA. Your data is stored in the UK and data transfer to Wolferealty in the USA is kept within the privacy measures outlined here. Your data will only be used to respond to your query or send you relevant information. You can opt out at any time by contacting us.

## How do we secure personal data?

When you submit your data to us via the website an email is produced which transfers your data to the data controller. The information held in emails is backed up and archived on a regular basis. Your information will be extracted to a Contact Database held in an MS Office Excel format. This is held on the data controllers private network PC which is backed up on a regular basis and is protected against virus. If at any time you wish to opt out of being contacted your details will be deleted from the Contact Database.

## How long do we keep your personal data for?

Your data will be kept until you wish to opt out at which point it will be deleted from file. Also, any emails from you will be deleted.

## Your rights in relation to personal data

You have the right to access any data we hold on you at any time. If your data is incorrect you can inform us and we will either correct it or delete it as you wish. If you withdraw your consent we will delete your record. You can restrict how we use your data e.g. Administrative purposes only. You can ask us not to transfer your data to Wolferealty in the USA if so wished. You also have the right to file a complaint with the Information Commissioner's Office. We will aim to respond to you within 48 hours.

## Use of automated decision-making and profiling

We do not use automated decision making or profiling software.

## How to contact us?

You can contact us by emailing us at [wolfe@bestbuyfloridaproperty.com](mailto:wolfe@bestbuyfloridaproperty.com) if you have any concerns about your privacy, how we store your personal information or wish to file a complaint.