

Green Brick Projects, knows that you care how information about you is used and shared and we appreciate your trust in us to do that carefully and sensibly. This notice describes our privacy policy.

# 1. Collecting Information

We may collect Personal Data about you from several sources, including the following:

- 1.1 From you when you agree to take a service or product from us (including a quotation), in which case this may include your contact details.
- 1.2. From you when you contact us with an enquiry via our website, Facebook direct message or Instagram direct message.

# 2. Using Your Personal Information

- 2.1. Personal Data about our customers is an important part of our business and we shall only use your Personal Data for the following purposes and shall not keep such Personal Data longer than is necessary to fulfil these purposes:
- 2.1.1. To help us to identify you when you contactus.
- 2.1.2. To help us to administer and to contact you about improved administration of any accounts, services and products we have provided you before, or providenow.
- 2.2. We will not disclose your Personal Data to any third party.

## 3. Protecting Information

- 3.1 We have strict security measures to protect Personal Data. We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personally identifiable customer information.
- 3.2 All information exchanged during Facebook, Twitter and Instagram Direct Messaging stays onplatform and in-app, meaning all your information is kept secure, private and can only be accessed by the staff of Green Brick Projects.

#### 4. The internet

Please remember that communications over the internet, such as emails and web mails (messages sent through a website), are not secure unless they have been encrypted. Your communications may go through several countries before they are delivered – this is the nature of the internet. We cannot accept responsibility for any unauthorised access or loss of Personal Data that is beyond our control.



# **Privacy Policy**

## 5. Further Information

- 5.1. If you would like any more information or you have any comments about our Privacy Policy, please email us atinfo@greenbrickprojects.co.uk
- 5.2. We may amend this Privacy Policy from time to time without notice to you, in which case, we will publish the amended version. You confirm that we shall not be liable to for any change to this Privacy Policy from time to time. It is your responsibility to check regularly to determine whether this Privacy Policy has changed.
- 5.3. You can ask us for a copy of this Privacy Policy and of any amended Privacy Policy by writing to the registered company address or by emailing us at info@greenbrickprojects.co.uk. This Privacy Policy applies to Personal Data we hold about individuals. It does not apply to information we hold about companies and otherorganisations.
- 5.4. If you would like access to the Personal Data that we hold about you, you can do this by emailing us at info@greenbrickprojects.co.uk or writing to us at the registered company address Unit 3, Rookery Business Units, Bury Road, Wortham Diss IP22 1RB.

We aim to keep the Personal Data we hold about you accurate and up to date. If you tell us that we are holding any inaccurate Personal Data about you, we will delete it or correct it promptly. Please email us at info@greenbrickprojects.co.uk or write to us at Green Brick Projects, Unit 3, Rookery Business Units, Bury Road, Wortham Diss IP22 1RB to update your Personal Data.