

Mailing List Privacy Notice

Riverdale Estates Limited is committed to protecting and processing your personal data in accordance with the General Data Protection Regulation and the Data Protection Act 2018 (the Legislation). For the purpose of the Legislation and your personal data, Riverdale Estates Limited is the Data Controller, Kate Fell is the person responsible for data protection and can be contacted at Riverdale Estates Limited, 10 Wherry Lane, Ipswich IP4 1LG, telephone: 01473 217600, email: kate@riverdaleestates.co.uk.

The General Data Protection Regulation is intended to safeguard your personally identifiable information or personal data. This privacy notice will be regularly reviewed and updated.

Information held

The personal data we process will include the data set out below. We would not normally expect to process and "special category" sensitive data (e.g. health information, political or religious beliefs, sexual orientation etc.).

1. Name
2. Contact details (email, company name, telephone and postal address)

We will collect this data from you and would not expect to collect any data in relation to you from third parties.

Use of Data and Lawful basis of processing

We will process your personal data for the following purposes and on the bases for lawful processing set out below:-

We will process your personal data for direct marketing purposes to keep you informed of the services which we provide from time to time and other relevant opportunities. This processing will be limited to processing of your name and contact details.

The basis for this processing is that you have given your specific consent to this and the processing will only take place if this consent has not been withdrawn

Recipients of personal data

We will not share your personal data with any third parties.

Where is the data stored?

Your personal data is always stored within the European Union or outside of the European Union but with an organisation operating under the General Data Protection Regulations.

Retention period and criteria used to determine the retention period

We will retain your personal data until such time as you notify us that you no longer wish to receive marketing communications from us. We may also delete your personal data after a reasonable period if it appears to us that your contact emails are no longer valid (for example as a result of bounceback messages received).

Your rights

You have a right of access to check your personal data to verify the lawful basis of processing. We are obliged to respond to an access request within 30 days and may not charge a fee unless the request is unfounded, excessive or repetitive. If a fee is charged it is to be a reasonable fee based upon the administrative cost of providing the information.

You have a right to rectification if the data we hold is either inaccurate or incomplete. If your data has been disclosed to third parties then we must inform them of the rectification, where possible.

You have a right to erasure of your data when consent is our basis of processing (the right to be forgotten). You may request that your personal data be erased, for example, where there is no compelling reason for its continued processing or where you withdraw consent. We will comply with your request unless we have another basis of processing justifying our retaining the data (for example a legal requirement or the defence of a legal claim).

You have some rights to ask us to restrict processing i.e. to block or suppress processing where, for example, the data may be incorrect and whilst the accuracy is verified. We are permitted to store the data.

Your right to object

You do have a right to object to further processing of your personal data where the processing is on the basis of our legitimate interests. Where this processing consists of marketing communications we will stop such processing immediately.

If you no longer wish to receive marketing communications from us please notify us by emailing info@riverdaleestates.co.uk or using the unsubscribe link in any of our emails.

Withdrawal of consent

Where the lawful basis for processing is your consent, you may withdraw consent at any time by writing to, Kate Fell, Riverdale Estates Limited at 10 Wherry Lane, Ipswich IP4 1LG or emailing info@riverdaleestates.co.uk.

How to lodge a complaint with the supervisory authority

The supervisory authority responsible for data protection is the Information Commissioners Office (ICO) to whom concerns may be reported by phone on **0303 123 1113** or +44 1625 545 745 if calling from outside the UK, by email using the form on the website ico.org.uk or the livechat function.