

Privacy & Data Protection Policy

WELCOME TO OUR WEBSITE

We offer residential properties, development sites, retail units, residential sites, farms and business premises.

We hope the website listings accommodates the type of property you are looking for, and please feel free to telephone our office for additional information if required, or to arrange viewings.

OTHER SERVICES AVAILABLE from "MICHAEL BURKE & CO"

Michael Burke holds IPAV & TEGoVA REV Qualifications- for the provision of Property Valuation Report Services, which meet the standards required for Financial Institutions (including Bank of Ireland, K.B.C., A.I.B and others). We also provide Valuation Report Services to major accountancy practices and legal firms. Should you require Property Valuation Services please contact Michael Burke for further information regarding the provision of same.

Our Property Services Regulatory Authority Licence Number is 001793

PRIVACY POLICY and COOKIES POLICY

Michael Burke & Co take our data protection responsibilities and legal obligations seriously. We are committed to protecting the personal data of our clients. This policy is to inform you of the personal data that we might collect and use during our relationship with you and how we may use the data.

Data Sources We collect information from you directly by your contact with us in person, by phone, email or post. We may also receive or obtain information relating to you from, third parties such as lenders, receivers, landlords, agents and property managers to enable us to provide our services.

What personal data do we collect when providing a property service? For us to provide you with a service, we will require personal data from you, which may include the following:

- your name, address, telephone number, email number
- information which we are required to collect to comply with the Criminal Justice and Terrorist Finance acts and when required information regarding proof of funds.
- information you provide when entering into a contract with us, and for our on-going relationship with you

Website Usage Data Information about the use of our website is collected and analysed. When you visit our website, the following information is collected and retained.

- The I.P. (Internet Protocol) address from which you access the website, but this does not allow us to identify you.
- Previous webpage from which you accessed the website.
- The search engine, browser, device and operating system used to access the website
- Details of the pages visited when in the website and where you exited

We do not track individual email address, usage of web pages or any information that would identify you.

Requirement to Provide Data and Retention of Data You are not under a statutory or contractual obligation to provide us with any personal data. However, sometimes personal information is required for us to provide a service to you, and to meet our legal obligations. Should you decide not to provide us with data required, then we may not be able to provide you with our services. We will not hold your data for longer than is necessary. We will retain your personal data for the duration of your engagement with us and after your contract ends, as is necessary to comply with legal obligations, or to deal with any complaints, disputes or claim that might arise relating to your contract. Should you not enter into a contract with us, we will only retain your information for so long as is necessary to comply with legal obligations, or to deal with any complaints.

Sharing of Personal Data We may disclose your personal data to third parties, as may be necessary for the following purposes:

- for the performance of our contract/engagement with you
- to third parties who we engage to provide services to us, such as professional advisers, auditors, insurers and service providers
- to third parties, their agents and professional advisers, subject to confidentiality obligations, for a due diligence exercise by third parties in connection with any proposed merger, acquisition, re-organisation or transfer of our business and to any person proposing to participate in, promote, underwrite or manage any such arrangement
- to competent regulatory or other authorities and bodies as requested or required by law.

YOUR RIGHTS Data protection legislation provides you the right of access to the personal data we may hold regarding you. You also have the right to withdraw consent to us processing your information, at any time, where the processing is based on consent. You also have the right to request the following from us:

- correct any information relating to you which is incorrect;
- delete such Information;
- restrict our use of that information;
- object to our use of that information relating to you; and
- request that information relating to you is transferred to another data controller.

We wish to advise that your rights regarding correction, deletion, restriction, use and transfer can be subject to certain restrictions, as we are legally obliged to retain records of all viewings and offers made on a property, and reports and valuations carried out, for a minimum of 6 years after the transaction has completed. Therefore any request to delete cannot be satisfied until that legal timeframe has passed. This is in line with the Data Protection Act.

PROTECTING YOUR PERSONAL DATA? We are committed to taking all reasonable and appropriate steps to protect the personal

information we hold from any loss, misuse or from any unauthorised access. We assure our clients of our ability to deal with suspected data breaches. If you suspect any misuse, loss or unauthorised access to your personal data please contact us on mburkeauctioneers@yahoo.com

COOKIE POLICY Cookies are small pieces of data, stored in text files that are stored on your computer or other devices when websites are loaded in a browser. They are widely used to remember you and your preferences, either for a single visit (through a session cookie) or for multiple repeat visits (using a persistent cookie). They ensure a consistent and efficient experience for visitors and perform essential functions, such as allowing users to register and remain logged in. Cookies may be set by the site that you are visiting (known as first party cookies), or by other websites who serve up content on that site (third party cookies). We may collect information about your computer such as your IP address, operating system and browse type to help us provide a better service. Cookies help us improve the website by enabling us to number of visitors, Pages viewed, time spent on particular pages etc. Cookies do not compromise the security of your computer. Cookies do not identify you. Within your browser you can choose whether you wish to accept cookies or not. You can choose not to accept the settings of cookies. You can manage cookies by activating the settings on your browser that allows you to decline, block or erase cookie activity. If you block all or some cookies, all or some parts of the site may not work as intended. For more information about how to manage cookies, including opting-out of different types of cookies please visit: www.aboutcookies.org. You can also find more information about how to opt-out of targeting cookies by visiting: <http://www.youronlinechoices.com>

DATA PROTECTION POLICY Michael Burke & Co take our data protection responsibilities and legal obligations seriously. We are committed to protecting the personal data of our clients. The Data Protection Act describes how organisations – including Michael Burke & Co – must collect, handle and store personal information. These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. The Data Protection Act is underpinned by eight important principles. These say that personal data must: 1. Be processed fairly and lawfully 2. Be obtained only for specific, lawful purposes 3. Be adequate, relevant and not excessive 4. Be accurate and kept up to date 5. Not be held for any longer than necessary 6. Processed in accordance with the rights of data subjects 7. Be protected in appropriate ways 8. Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection This policy and the above principles applies to all officers and employees of Michael Burke & Co for the safeguarding of our client's personal data. Your personal data may be used by us, for the following purposes:

- liaising with you prior to your decision to engage us to provide a property service to you or on your behalf.
 - carrying out estate agency activities on your behalf or in connection with a property which you own or are interested in acquiring, letting or bidding for
 - carrying out property inspections and report writing/completion in connection with a property which you own or are interested in acquiring, letting or bidding for, or to a third party for mortgage facilities, financial restructuring or equity release or other instructions from you.
 - to reply to any questions or queries you may have
 - for research purposes regarding property market trends
 - to comply with legal obligations
 - to help prevent and detect fraud or loss
- The legal bases on which we collect, process and transfer your information in the manner described above is as follows:
- To carry out your instructions prior to entering into a contract with you
 - To perform the contract with you for a property service
 - To comply with legal and regulatory obligations, such as Property Services (Regulation) Act, The Criminal Justice and Terrorist Finance Act, The Data Protection Acts (GDPR) and any other legal requirements.
- The personal data collected by us from you, or any third parties in relation to you, will only be sufficient to carry out the engagement or contract we have with you. We will not seek excessive or unrelated information. Your personal data will be kept secure by means of password protected I.T., filing cabinets and clean desk policy. It will only be retained for as long as is required by law. We aim to keep any personal data held by you correct and up to date, for the duration of any engagement or contract, and will facilitate any correction, deletion, or access request, as permissible under legislative or regulatory conditions. In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject. Under these circumstances, Michael Burke & Co will disclose requested data. However, the data controller will ensure the request is legitimate, seeking assistance from the company's legal advisers where necessary. The Data Protection Officer for Michael Burke & Co is Mr. Michael Burke Contact details for the DPO are mburkeauctioneers@yahoo.com