

## Privacy Notice

Marston Associates (MA) is a firm of Chartered Surveyors, based in Pinner, Middlesex ([www.marstonassoc.com](http://www.marstonassoc.com)).

We collect data from councils and public authorities in England under the Freedom of Information Acts regarding business rates, for the purposes of analysing ratepayer liabilities and to identify ratepayers who could benefit by a reduction in their business rates.

We also collect personal data directly from clients (typically name, e-mail address, telephone numbers and business rate account reference numbers) and it is used to register interest in the services we provide, by giving MA an instruction and so that MA can maintain communication throughout the process.

We retain data on data subjects who have specifically asked that their details are removed from our records so we do not communicate with them again. This data is not disposed of unless the information is no longer valid or a request is made by you. If we are requested specifically to remove your data it is possible that we may contact you again in the future when we analyse other data as part of a separate project.

For further details of our privacy policy, please refer to [www.marstonassoc.com](http://www.marstonassoc.com).