

## **Acknowledgement of Interest**

Thank you for your enquiry. In order to proceed, we need to make you aware of the following and to obtain your consent to proceed:

## **Data Protection**

As a result of your enquiry, we would like to retain your name and contact details together with any additional information you have provided us with or will provide us with in order to:

- process and respond to your enquiry;
- provide you with suitable marketing material;
- communicate with you by e-mail, telephone and/or post; and
- comply with any legal or regulatory obligations.

To read our full Customer Privacy Notice please see attached.

## **You are in Control**

As part of assessing your enquiry and liaising with you, we are likely to require further information from you. We may collect, use, store and transfer different types of personal data about you which we have grouped together as follows:

- **Direct interactions.** You may give us your identity, contact and financial data by filling in forms or by corresponding with us by post, phone, email or otherwise.

All personal data is processed and stored securely, for no longer than is necessary in light of the reasons for which it was first collected. If you do not move forwards with your enquiry, all original documents will be returned to you and your data will be securely destroyed within One Month of your notification. If we do not hear from you regarding your enquiry within One Month your data will be securely deleted without notice. Your data will only be stored within the European Economic Area.

In order to move forward with your enquiry, we need your formal consent to retaining and processing your personal data as above. By responding to this e-mail and asking us to proceed, you provide us with your consent.

You may unsubscribe or opt out at any time by sending an e-mail to [sarah@taylor-lane.co.uk](mailto:sarah@taylor-lane.co.uk).