CCEM Ltd Privacy Policy

CCEM Ltd are fully insured and licensed by the PSRA. We are fully committed to preserving the privacy of all clients/customers.

What information do we collect?

We collect information from you when you register on our site, subscribe to our newsletter, respond to a survey, fill out a form, or arranging any type of property service.

The type of information necessary may vary depending on the circumstances of the query but will most likely include:

* Name:
* Address:
* Contact Information: e.g.; telephone / mobile number, email addresses.
* Purpose of the enquiry, services sought

In the event that the customer/client wishes to further pursue any of the services about which he/she initially enquired, we may require additional personal information for legitimate business reasons, verification purposes and/or to comply with

legislation. Any such additional personal information will be collected and handled line with the requirements of  [General Data Protection Regulation (GDPR)](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN).

### 2. Use of your information

Any of the information we collect from you may be used in one of the following ways:

* To personalize your experience
* To support, improve our services / business / website
* To improve customer service
* To process transactions.
* To send periodic emails regarding occasional company news, updates or service information etc.,

### 3. Disclosure of your information

The information you provide to us will be held on our computers in Ireland and we do not pass on your details to any third parties. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

### 4. Cookies

Cookies are small amounts of information that a site or service provider transfers to your computers hard drive through your Web browser (if you allow). This enables the sites or service providers systems to recognize your browser and capture and remember certain information. Cookies make it easier for you to log on to and use the site during future visits. They also allow us to monitor website traffic and to personalise the content of the site for you. We may contract with third-party service providers to assist us in better understanding our site visitors.

### 5. Security and data retention

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires.

### 6. Accessing and updating

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us.

### 7. Changes to our privacy policy

Any changes to our privacy policy in the future will be posted to the site and, where appropriate, through e-mail notification.

### 8. Contact Us

All comments, queries and requests relating to our use of your information are welcomed and should be addressed to The Manager, CCEM Ltd., 3 Castlemoyne, Balgriffin, Dublin 13. Or Email: [info@ccemltd.com](mailto:info@ccemltd.com)