

# PropReportHub – Privacy Policy

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This Privacy Policy explains how PropReportHub collects, uses, stores, and protects your personal data. We are committed to ensuring that your privacy is protected and that we comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## 1. Information We Collect

- Information you provide when registering or submitting projects.
- Consultant details when joining the platform.
- Documents and reports uploaded to the platform.
- Payment and billing information.
- Analytics and cookie data.

## 2. How We Use Your Data

We use your data to:

- Provide and manage the PropReportHub service.
- Enable clients and consultants to communicate securely.
- Manage subscriptions and commission payments.
- Improve our services through analytics.
- Comply with legal obligations.

## 3. Data Sharing

We never sell personal data. Data is only shared with:

- Consultants you choose to appoint.
- Secure third-party service providers (e.g. hosting, payment processing).
- Regulators or legal authorities if required by law.

## 4. Your Rights

Under GDPR, you have rights including access, correction, deletion, portability, and objection. You may exercise these by contacting our Data Protection Officer at [dpo@propreorthub.com](mailto:dpo@propreorthub.com). We will respond within 30 days.

## 5. Data Retention

We retain data only as long as necessary for service delivery and legal compliance.

## **6. Security**

We use encryption, secure servers, and strict access controls to protect your data.

## **7. Contact**

For questions or requests, contact: [dpo@propreporthub.com](mailto:dpo@propreporthub.com)