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## TERMS AND CONDITIONS

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### BACKGROUND:

This website [www.baseletting.co.uk](http://www.baseletting.co.uk) ("Our Site") uses Cookies and similar technologies in order to distinguish you from other users. By using Cookies, We are able to provide you with a better experience and to improve Our Site by better understanding how you use it. Please read this Cookie Policy carefully and ensure that you understand it. Your acceptance of Our Cookie Policy is deemed to occur if you continue using Our Site. If you do not agree to Our Cookie Policy, please stop using Our Site immediately.

### 1. Definitions and Interpretation

1.1 In this Cookie Policy, unless the context otherwise requires, the following expressions have the following meanings:

<b>"Cookie"</b>	means a small file placed on your computer or device by Our Site when you visit certain parts of Our Site and/or when you use certain features of Our Site;
<b>"Cookie Law"</b>	means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003 and of EU Regulation 2016/679 General Data Protection Regulation ("GDPR");
<b>"personal data"</b>	means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data, as defined by the Data Protection Act 1998 <b>OR</b> EU Regulation 2016/679 General Data Protection Regulation ("GDPR");
<b>"We/Us/Our"</b>	means LPM (Lincoln) Ltd t/a Base Lockwood Lettings & Management, a limited company registered in England under company number 10700952 whose registered address is 13 High Street, Branston LN4 1NB.

### 2. Information About Us

2.1 Our Site is owned and operated by LPM (Lincoln) Ltd t/a Base Lockwood Lettings & Management, a limited company registered in England under company number 7085610, whose registered address is 13 High Street, Branston LN4 1NB. Our VAT number is 27 22 63019.

2.2 Our Data Protection Officer is Mr J Lee and can be contacted by email at [jon@baseletting.co.uk](mailto:jon@baseletting.co.uk) by telephone on 01522 842550 or by post at 453 High Street, Lincoln LN5 8JA.

2.3 We are a member of The Guild of Letting & Management.

### 3. How Does Our Site Use Cookies?

Google Analytics Cookies:

The analytics service(s) used by Our Site use(s) Cookies to gather the required information.

Our Site uses analytics services provided by Google. Website analytics refers to a set of tools used to collect and analyse anonymous usage information, enabling Us to better understand how Our Site is used. This, in turn, enables Us to improve Our Site and the products and services offered through it. You do not have to allow Us to use these Cookies, however whilst Our use of them does not pose any risk to your privacy or your safe use of Our Site, it does enable Us to continually improve Our Site, making it a better and more useful experience for you.

You can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all cookies or only third party Cookies. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.

You can choose to delete Cookies on your computer or device at any time, however you may lose any information that enables you to access Our Site more quickly and efficiently including, but not limited to, login and personalisation settings.

3.1 The links below provide instructions on how to control Cookies in all mainstream browsers:

3.1.1 Google Chrome:

<https://support.google.com/chrome/answer/95647?hl=en-GB>

3.1.2 Microsoft Internet Explorer: <https://support.microsoft.com/en-us/kb/278835>

3.1.3 Microsoft Edge: <https://support.microsoft.com/en-gb/products/microsoft-edge> (Please note that there are no specific instructions at this time, but Microsoft support will be able to assist)

3.1.4 Safari (macOS):

[https://support.apple.com/kb/PH21411?viewlocale=en\\_GB&locale=en\\_GB](https://support.apple.com/kb/PH21411?viewlocale=en_GB&locale=en_GB)

3.1.5 Safari (iOS): <https://support.apple.com/en-gb/HT201265>

3.1.6 Mozilla Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-Cookies-website-preferences>

3.1.7 Android:

<https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DAndroid&hl=en> (Please refer to your device's documentation for manufacturers' own browsers)

### 4. Changes to this Cookie Policy

4.1 We may alter this Cookie Policy at any time. Any such changes will become binding on you on your first use of Our Site after the changes have been made. You are therefore advised to check this page from time to time.

4.2 In the event of any conflict between the current version of this Cookie Policy and any previous version(s), the provisions current and in effect shall prevail unless it is expressly stated otherwise.

**5. Further Information**

- 5.1 If you would like to know more about how we use Cookies, please contact us via email to [jon@baseletting.co.uk](mailto:jon@baseletting.co.uk) by telephone on 01522 842550, or by post at 453 High Street, Lincoln LN5 8JA
- 5.2 For more information about privacy, data protection and our terms and conditions, please click the link on our website.