

LONDON STONE PROPERTIES LTD - Privacy Policy for Applicant Tenants

Information held	Who is collecting it?	How is it collected?	Why is it collected	Lawful basis for processing	Who will be shared with	How stored	When will it be deleted
Tenant name	Staff	In the Office, over the phone, self-registration, 3rd party website, walk ins, website	Propose matching properties	Legitimate interest	Staff, software provider	Paper/Electronic	12 months after 1st contact
			Organise viewings	Legitimate interest	Staff, software provider	Paper/Electronic	12 months after 1st contact
			To be able to contact potential tenant e.g. property matches, viewings	Legitimate interest	Staff, software provider	Paper/Electronic	12 months after 1st contact
			To use website software to match candidates with properties	Legitimate interest	Staff, software provider	Paper/Electronic	12 months after 1st contact
Tenant contact details i.e. phone number, email address	Staff	In the Office, over the phone, self-registration, 3rd party website, walk ins, website	Propose matching properties	Legitimate interest	Staff, software provider	Paper/Electronic	12 months after 1st contact
			Organise viewings	Legitimate interest	Staff, software provider	Paper/Electronic	12 months after 1st contact
			To be able to contact tenant e.g. property matches, viewings	Legitimate interest	Staff, software provider	Paper/Electronic	12 months after 1st contact
			To use website software to match candidates with properties	Legitimate interest	Staff, software provider	Paper/Electronic	12 months after 1st contact
			To contact to give directions	Legitimate interest	Staff, software provider	Paper/Electronic	12 months after 1st contact

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			To contact you to discuss everything related to taking a property if you say you wish to make an offer.	Legitimate interest	Staff, software provider	Paper/Electronic	12 months after 1st contact, unless you make a successful offer to take a property with us. We will then issue a separate privacy document.

Your Data

We do - use data to help us provide a great service and tailor the information we share with you to help make it relevant, useful and timely
 We do - respect your privacy work hard to meet regulatory requirements
 We don't- sell your personal data to third parties

Your Rights

Access	The right to be provided with a copy of your personal information (the right of access).
Rectification	The right to require us to correct any mistakes in your personal information
To be forgotten	The right to require us to delete your personal information - in certain situations.
Restriction of processing	The right to require us to restrict processing of your personal information - in certain circumstances, e.g. if you contest the accuracy of the data.
Data Portability	The right to receive the personal information you provided to us, in a structured, commonly used and machine-readable format and/or transmit the data to a third party - in certain circumstances.
To Object	The right to object: - At any time to your personal information being processed for direct marketing including profiling) - In certain other situations to our continued processing of your personal information, e.g. processing carried out for the purpose of our legitimate interests.
Not to be subject to automated individual decision-making	The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you.

HOW CAN YOU ASK US TO STOP USING YOUR PERSONAL DATA (WHERE POSSIBLE) OR CORRECT THE PERSONAL DATA THAT WE HAVE HOLD ON YOU?

By email:	Julia@londonstoneproperties.com
By phone:	020 8855 2155
By post:	1 Cadogan Road, Royal Arsenal, London SE18 6SN