

LONDON STONE PROPERTIES LTD - Privacy Policy for Sellers

Information held	Who is collecting it?	How is it collected?	Why is it collected	Lawful basis for processing	Who will is be shared with	How stored	When will it be deleted
Seller name and address	Staff	In the Office, over the phone, self-registration, 3rd party website, walk ins, website	To use on Terms and conditions	Contract fulfilment	Staff,	Paper/Electronic	7 years and 1 month after sale completes
			Add on sales software	Contract fulfilment	Staff, software provider, IT providers	Software	7 years and 1 month after sale completes
			To be able to contact seller e.g. sales viewings, advertising, offers, sales progression, completion etc.	Legitimate interest	Staff	Software system	7 years and 1 month after sale completes
			To use on Sales memo	Contract fulfilment	Staff, solicitor, relevant person	Paper/Electronic	7 years and 1 month after sale completes
			To organise EPC and Photos	Contract fulfilment	Staff, photographer, Assessor	Paper/Electronic	7 years and 1 month after sale completes
			To obtains quotes from solicitors	Legitimate interest	Staff, solicitors	Paper/Electronic	7 years and 1 month after sale completes
			To Invoice the seller	Contract fulfilment	Staff, solicitor, accountants	Paper/Electronic	7 years and 1 month after sale completes
			To produce accounts	Legal obligation	Staff, software provider	Paper/Electronic	7 years and 1 month after sale completes
			To respond to queries by government authorities	Legal obligation	HMRC, Police, other legitimate govt bodies.		7 years and 1 month after sale completes
			To confirm sale completion with estate management if asked	Contract fulfilment	Estate Manager		7 years and 1 month after sale completes
			To help estate management in the event of a property problem- fire, flood.	Contract fulfilment	Estate Managers		7 years and 1 month after sale completes
			Chain check if seller buying property tied into the sale of theirs	Contract fulfilment	Other estate agents		7 years and 1 month after sale completes

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Seller contact details i.e. phone number, email address, address	Staff	In the Office, over the phone, self-registration, 3rd party website, walk ins, website	To use on Terms and conditions	Contract fulfilment	Landlord, Staff, solicitors	Paper/Electronic	7 years and 1 month after sale completes
			Add on sales software	Contract fulfilment	Staff, software provider	Software	7 years and 1 month after sale completes
			To be able to contact buyer e.g. sales viewings, advertising, sales progression, completion etc.	Legitimate interest	Staff	Software system	7 years and 1 month after sale completes
			To use on Sales memo	Contract fulfilment	Staff, solicitor, relevant person	Paper/Electronic/Software	7 years and 1 month after sale completes
			To organise EPC and Photos	Contract fulfilment	Staff, software provider	Paper/Electronic	7 years and 1 month after sale completes
			To obtains quotes from solicitors	Contract fulfilment	Staff, software provider	Paper/Electronic	7 years and 1 month after sale completes
			To invoice the seller	Contract fulfilment	Staff, software provider	Paper/Electronic	7 years and 1 month after sale completes
New Property address if buying on	Staff	In the office, over the phone, email from onwards agent	To produce accounts	Legal obligation	Staff, software provider	Paper/Electronic	7 years and 1 month after sale completes
			To respond to queries by government authorities	Legal obligation	Staff, govt authorities	Paper/Electronic	7 years and 1 month after sale completes
			To confirm sale completion with estate management if asked	Contract fulfilment	Estate Management company	Paper/Electronic	7 years and 1 month after sale completes
Bank Details	Staff	In the office over the phone, via email	To give to buyer by prior agreement for separate transactions such as furniture sales.	Contract fulfilment	Buyers	Paper/Electronic	6 months after sales completion
AML Documentation-proof of address and ID	Staff	In the office, over the email	To comply with legal obligations	Legal obligations	Staff, software provider, govt authorities	Paper/Electronic	7 years and 1 month after sale completes
Email Communications							Emails are held up to 5 years.

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