

LONDON STONE PROPERTIES LTD

Privacy Policy for Buyers once the offer has been accepted



Information held?	Who is collecting it?	How is it collected?	Why is it collected?	Lawful basis for processing	Who will this be shared with?	How stored?	When will it be deleted?
Buyer name	Staff	In the Office, over the phone, self-registration, 3rd party website, walk ins, website	To discuss all aspects of the sale with the buyer.	Legitimate interest	Staff, software provider, IT provider,	Paper/Electronic	7 years after sale completed
			To prepare the documents for the solicitors	Contractual fulfilment	Staff, software provider, IT provider, Buyer and seller's solicitor	Electronic	7 years after sale completed
			To prepare the Invoice	Contractual fulfilment	Staff, IT provider, HMRC, accountants	Electronic	7 years after sale completed
			To organise revisits to the property	Legitimate interest	Staff, software provider, IT provider	Paper/Electronic	7 years after sale completed
			To correspond with Broker, solicitor, estate managers, other agents to progress the sale	Contractual fulfilment	Staff, software provider, IT provider, agents in the chain, Estate Management, Solicitors, Seller	Paper/Electronic	7 years after sale completed
Buyer contact details i.e. phone number, email address	Staff	In the Office, over the phone, self-registration, 3rd party website, walk ins, website	To discuss all aspects of the sale with the buyer	Legitimate interest	Staff, software provider	Paper/Electronic	7 years after sale completed
			To prepare the documents for the solicitors	Contractual fulfilment	Staff, software provider	Paper/Electronic	7 years after sale completed
			To discuss the mortgage and mortgage offer with the broker and buyer	Contractual fulfilment	Staff, IT provider,	Paper/Electronic	7 years after sale completed
			To organise revisits to the property/handover of keys	Legitimate interest	Staff, software provider, IT provider	Paper/Electronic	7 years after sale completed
			If requested by the police, government authorities	Legal Obligation	Police, legitimate government authorities	Paper/Electronic	7 years after sale completed

Information held?	Who is collecting it?	How is it collected?	Why is it collected?	Lawful basis for processing	Who will this be shared with?	How stored?	When will it be deleted?
Buyer Address	Staff	In the office, over the phone, via email.	To prepare the documents for the solicitors	Contractual fulfilment	Staff, software provider, IT provider, Buyer and seller's solicitor	Paper/Electronic	7 years after sale completed
Proof of Deposit, MIP	Staff	Via Email, In office	Check buyer's financial position	Legitimate Interest	Staff, IT provider,	Electronic	6 months after sale completion
Buyer's ID and utility bills		Via Email, In the office	Anti Money Laundering Requirements	Legal Obligation	Staff, IT provider	Electronic	7 years after sale completed
Health data	Staff	In the office, over the phone, email	To comply with guidelines on matters of public interest or concern	Substantial Public Interest	Staff, relevant persons	Paper,electronic	Once no longer necessary

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

Special Category Personal Data

Types of special category personal data we collect may include ethnicity and race, religion, sexual orientation, details of criminal offence/convictions, details about children in households (ages and dates of birth, etc). We process this data where we have one of these additional bases of processing

- Your consent
- To establish exercise or defend a legal claim
- Where we have a reasonable suspicion of money laundering
- Addressing public health interests and concerns to ensure the safety of our staff, customers and others with whom they may share a household

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: <ul style="list-style-type: none">– 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