

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 this 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
			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.
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

LONDON STONE PROPERTIES LIMITED, 1 CADOGAN ROAD, ROYAL ARSENAL, LONDON SE18 6SN •

Registered Address: Wellesley House, Duke of Wellington Avenue, Royal Arsenal, London, SE18 6SS. REGISTERED IN ENGLAND: 6431946



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

Special Category personal data is more sensitive and requires greater protection

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
- Checking applicants' right to work/right to rent in the UK
- 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