

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 this 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

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



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?
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.
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

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
- 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