



LARGER LONDON LAND
COMPANY LTD

PRIVACY

POLICY

MAY 18

Privacy Notice

Larger London Land Co Ltd .is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect and hold on you, either as a client of ours (current or former) or as an individual whose data we have collected in the conduct of our business. This privacy notice also sets out how we use that information, how long we keep it for and other relevant information about your data.

Data controller details

Larger London Land Co Ltd is a data controller, meaning that it determines the processes to be used when using your personal data. Our address is 1 Navarino Court, High Street, Lymington, Hampshire, SO41 9AE

Data protection principles

In relation to your personal data, we will:

- Process it fairly, lawfully and in a clear, transparent way.
- Collect your data only for legitimate reasons during the course of your engagement with us in the ways that have been explained to you
- Only use it in the way that we have told you about.
- Ensure it is correct and up to date.
- Keep your data for only as long as we need it.
- Process it in a way designed to ensure it will not be lost, destroyed or used for anything that you are not aware of.

Types of data we process

The types of data we hold about you may be provided by: you, credit reference agencies and your nominated referees and agents. This information may consist of the following:

- Your personal details including your name, address, email address, phone numbers
- Copies of your photographic identification
- Details of your employment and employer(s)
- Your banking details and financial records (including credit scores)

How we collect your data

Where you are a Client of the Company, we collect data about you as supplied by you when you instruct us (including through an agent acting on our behalf). This data may include your:

- Name
- Address
- Copies of personal identification
- Email address
- Payment details National Insurance Number
- Proof of residence
- Proof of income
- Telephone number

Personal data is held securely on our IT systems which are password protected and access to the information is restricted to those at Larger London Land Co Ltd who require access to undertake their job.

Why we process your data

The law on data protection allows us to process your data for certain reasons only:

- In order to perform the contract that we are party to
- In order to carry out legally required duties
- In order for us to pursue the legitimate interests of Larger London Land Co Ltd
- To protect your vital interests or those of another natural person
- Where something is done in the public interest

All of the processing carried out by us falls into one of the permitted reasons. We will need to collect your personal data in order to carry out the contract that we have entered into.

We also need to collect your data to ensure we are complying with legal requirements such as the Tenancy Deposit Scheme.

If you do not provide your data to us we will be unable to perform those duties.

Sharing your data

Your data will be shared with colleagues within Larger London Land Co Ltd where this is necessary for them to undertake their duties.

We do not share your data with bodies outside of the European Economic Area.

We may share your data with the following:

- Utility providers
- Local authorities,
- Service providers (for example if you wished for us to arrange for the installation of an internet connection prior to a move in date)
- Tradespersons carrying out maintenance of inspections to the property
- Credit reference agencies and inventory providers

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us.

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against this.

Where we share your data with third parties, we have a written agreement with them to ensure that your data are held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it. We need to keep your data for the duration of any agreement or outstanding obligations under an agreement between us or between you and one of our clients. After these have been completed we shall hold your data for a further 14 days, unless we are legally obliged to keep the records for longer, in which case we shall hold your personal information for no longer than 14 days beyond the period our legal obligation requires.

Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- make a request to us to delete what personal data of yours we hold; and
- object to receiving any marketing communications from us.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact richard@largerlondon.co.uk

Making a complaint

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

Data Protection Officer

The Company's Data Protection Officer is Richard Knight who can be contacted at richard@largerlondon.co.uk