

PRIVACY NOTICE – COVENT GARDEN RESIDENTIAL TENANTS AND PROPERTY OWNERS

1. We are the Controllers in respect of your personal data.

Our full name: [Landlord Company name] (“**Landlord**”)

[Agency Company name (where applicable)] (our “**Agent**”)

Landlord contact details: 15 Grosvenor Street, London W1K 4QZ, feedback@capitalandcounties.com

[Agent contact details where applicable].

2. We are collecting your personal data for the following purpose(s):

- to administer your tenancy agreement or long leasehold; and
- where you have consented to receive marketing communications from us or our Agent to:
 - send you newsletters and details of events, promotions, offers and other marketing or promotional information which we consider may be of interest to you;
 - invite you to participate in events, promotions, competitions and surveys and to run and administer any events, promotions, competitions and surveys that you participate in.

3. We may collect and process the following data about you:

- Information that you give us by filling in reservation forms and other documentation relating to your tenancy agreement or long leasehold, which may include sensitive personal information. Examples of information collected include your address, email address, telephone number (including mobile number) and date of birth, contact information for other individuals that you have provided to us.

4. In accordance with data protection laws, our legal basis for processing your personal data is that we have a legitimate interest and it is necessary for the performance of a contract for us to process your personal data for the purpose of administering your tenancy agreement or long leasehold. In addition we may process your personal data where you have consented to receive marketing communications from us or our Agent.

5. The recipients or categories of recipients of your personal data are:

- a) our group companies (which means our subsidiaries as defined in section 1159 of the Companies Act 2006 at any time) and our joint venture companies.
- b) The following third parties:
 - Our Agent and its group companies (as defined above), utility providers and notifiers, local authorities, and credit reference providers for account administration, including debt tracing and collection, credit, insurance and Rental decisions, legal advisers, contractors, provider of concierge services and any other interested third party;
 - Businesses that provide us with services such as data hosting;
 - A prospective seller or buyer, if we or any of our group companies sell or buy any business or asset; and
 - any law enforcement agency or regulator, where we consider that we need to disclose your personal data in order to comply with any law or regulation, where we suspect that any criminal offence may have been committed, to protect our rights, property or safety or that of others and in any circumstances where we consider that we are permitted to do so by law or regulation.
 - Certain requested services may require the transfer of personal data outside the EEA by Privée Limited or its partners. This could include the provision of information to airlines, hotels, car services and any other relevant service providers. The country to which your data is transferred may not provide the same level of data protection as a country within the EEA. I consent to my data being personal data being transferred outside the EEA when necessary

The personal data will be stored for as long as is necessary to comply with any legal requirement.

Your rights:

6. You have the right to request from us access to and rectification or erasure of personal data or to restriction of processing concerning you or to object to our processing of the data as well as the right to data portability.
7. If we are relying on your consent to process data (for example you have consented to receive marketing materials), you may withdraw your consent at any time by notice to us.
8. You have the right to complain to the Information Commissioner's Office about the manner in which or otherwise in respect of the manner in which we process your personal data.