

## **City Property Advisory Team**

<b>1. What personal data is collected about you</b>	Your name, work telephone number, work email address and company postal address
<b>2. What special category data is collected about you</b>	None
<b>3. Reasons why we use your personal data</b>	<p>To inform our department's intelligence gathering in the below ways:</p> <ul style="list-style-type: none"><li>• To update our development pipeline map</li><li>• To gain an understanding of office moves generally in the City</li><li>• To gain an understanding of the business composition in the City</li><li>• To be able to resolve issues for businesses and developers</li></ul> <p>We rely on your written consent to:</p> <ul style="list-style-type: none"><li>• provide email updates on major events and road closures</li><li>• invite you to property-related events</li><li>• invite you to one-to-one catch up meetings with members of the CPAT team</li></ul>
<b>4. Why we are allowed to use your personal data</b>	For our legitimate business interests and where we have your consent.
<b>5. Who we can share your personal data with</b>	The development pipeline map is shared publicly on the CPAT web pages which does not include your personal data.

<b>6. How long we keep your personal data for</b>	Meeting notes are kept indefinitely We retain your contact details on our database with a review every five years
<b>7. Situations when your personal data might be sent to other countries</b>	We use Mailchimp for e-shot communications

## **Investment Property Group**

<b>1. What personal data is collected about you</b>	Names, business and home addresses, contact details including email addresses and telephone numbers.
<b>2. What special category data is collected about you</b>	None.
<b>3. Reasons why we use your personal data</b>	To collate information about tenants at each property such as tables summarising rent payments and details of the lettings to assist in the management of each property and to provide relevant information to managing agents, surveyors and other professional advisers and to prospective purchasers and other parties who may acquire an interest in the relevant property and their respective professional advisers.
<b>4. Why we are allowed to use your personal data</b>	In accordance with Article 6, Paragraph 1 (b), processing is necessary for the performance of a contract.
<b>5. Who we can share your personal data with</b>	We share your data with potential purchasers; internal departments (if appropriate), and with our external professional advisers.
<b>6. How long we keep your personal data for</b>	We keep your personal data for the length of your tenancy, plus a further 10 years after the termination of the lease.
<b>7. Situations when your personal data might be sent to other countries</b>	Personal data will not be sent to other countries, unless required in instances where potential purchaser is not based in within the UK or EU.

