

# London Land Securities Ltd Data Protection Policy

**Effective Date:** 01/11/2025

**Version:** 2.0

## 1. Purpose and Scope

This Data Protection Policy outlines how **London Land Securities Ltd** (“we”, “our”, “us”) collects, uses, stores, and protects personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

This policy applies to:

- All employees, contractors, and agents of London Land Securities Ltd
- All processing of personal data relating to clients, investors, tenants, suppliers, and other third parties.

## 2. Our Data Protection Principles

London Land Securities Ltd adheres to the following principles when processing personal data. Data will be:

1. **Processed lawfully, fairly, and transparently**
2. **Collected for specific, explicit, and legitimate purposes**
3. **Adequate, relevant, and limited** to what is necessary
4. **Accurate and kept up to date**
5. **Stored only as long as necessary** for the stated purpose
6. **Processed securely**, protecting against unauthorised or unlawful access, loss, or damage.

## 3. Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

- **Contractual necessity:** To provide our property and asset management services.
- **Legal obligation:** To comply with regulatory or statutory requirements.
- **Legitimate interests:** To manage our business relationships, improve services, and protect assets.
- **Consent:** Where the individual has given clear consent (e.g., marketing communications).

## 4. Personal Data We Collect

Depending on the relationship, London Land Securities Ltd may collect and process:

- Contact information (name, email, phone, address)
- Identification data (passport, driving licence, proof of address)
- Financial data (bank details, payment history)

- Tenancy and property information
- Communication records and correspondence
- Website usage data (via cookies and analytics)

## 5. How We Use Personal Data

We use personal data to:

- Provide and manage real estate and asset management services
- Manage client and tenant relationships
- Comply with legal and regulatory obligations (e.g., anti-money laundering)
- Handle financial transactions and billing
- Communicate with clients and partners
- Manage business operations and improve our services

## 6. Data Sharing and Disclosure

We may share data with:

- Professional advisers (lawyers, accountants)
- Regulatory bodies and authorities (where legally required)
- Contractors, suppliers, and service providers who support our operations
- IT and cloud service providers under strict confidentiality agreements

We do **not** sell personal data to third parties.

## 7. Data Retention

Personal data will be retained only for as long as necessary for the purposes collected or as required by law. Once no longer needed, data will be securely deleted or anonymised.

## 8. Data Security

London Land Securities Ltd implements appropriate **technical and organisational measures** to protect data, including:

- Secure servers and encrypted storage
- Access controls and password protection
- Staff training on data handling
- Regular reviews of data protection measures

## 9. Individual Rights

Under the UK GDPR, individuals have the right to:

- Access their personal data
- Request correction or deletion of data
- Object to or restrict processing
- Withdraw consent (where applicable)

- Request data portability

Requests should be made in writing to the contact below.

## **10. International Data Transfers**

Where personal data is transferred outside the UK, we ensure adequate protection through approved safeguards such as **UK adequacy regulations** or **Standard Contractual Clauses (SCCs)**.

## **11. Data Breaches**

Any suspected or actual data breach will be assessed and, where required, reported to the **Information Commissioner's Office (ICO)** within 72 hours, and affected individuals will be notified where appropriate.

## **12. Responsibilities**

All employees, contractors, and third parties working with London Land Securities Ltd are responsible for complying with this policy and ensuring personal data is handled securely and lawfully.

## **13. Contact**

For questions, requests, or complaints regarding this policy or your data:

### **Data Protection Officer**

LONDON LAND SECURITIES LTD

Email: [Insert email]

Address: [Insert registered address]

You also have the right to lodge a complaint with the **Information Commissioner's Office (ICO)** at [www.ico.org.uk](http://www.ico.org.uk).