



Privacy Policy

Registered Company Name: (Invoice name) **London & Regional Properties Limited (“London & Regional”)**

Registered Company Number: **02909660**

Registered Company Address: **8th Floor, South Wing, 55 Baker Street, London W1U 8EW**

(Principle/Trading/Invoice Address) **8th Floor, South Wing, 55 Baker Street, London W1U 8EW**

Privacy Statement

The processing of your data is necessary for the purposes of the legitimate interests of London & Regional. Our privacy statement outlines what this means in practice and explains how London & Regional collects, stores, manages and protects your data.

The Data We Hold

If you are a tenant, supplier, contractor, consultant, customer, visitor, guest or employee, most of the data we hold would have been provided by you. This includes but is not limited to:

- Your name, title, gender and date of birth
- Your home address, email address and telephone numbers
- Health information

Some of the personal data we hold about you has been provided by you during interactions with our employees namely:

- Updates to your contact details. Address, email and phone
- Records of verbal or email conversations/meetings, including personal and philanthropic interests
- Your family and partner/spousal details
- A record of the communications we have sent to you and any responses to such communications
- Your contact preferences
- Your contact preferences
- Your current job title, employer and work email addresses
- Previous role(s) and job title



What We Use Your Information For

Unless you have requested otherwise, the information you provide is used by the business, to communicate with you. These may include:

- Providing you with the services and information you have requested
- The promotion of benefits and services available to you
- The promotion of London & Regional
- Distribution of business mailings (e.g. magazine, newsletters)

Data Analysis and Updating Your Contact Details

To ensure that our communications are relevant to you and your interests, we may use tools that help us track whether the emails we send are opened and which links are clicked within a message. We may also track website visits and use analytical tools, such as Google Analytics, to use this information to improve our website.

Other Websites

Our website may contain links to other websites. This privacy policy only applies to the data stored and processed by London & Regional so when you link to other websites you should read their own policy.

How Long is Personal Data Held?

Personal data is held in line with our Records Management Policy and Schedule, which is available upon request.

Your Right to Make Changes or Ask Us to Stop Using Your Data

You are in control of your data and have the right to opt-out of all or specific communications types at any point.

You also have the right to request copies of the data we hold about you, to do so please submit a Subject Access Request to: lshelley@lrp.co.uk.

If You Have a Concern About How Your Data is Being Handled



You can contact the business via the contact page our website. In addition to this, you can raise any concerns directly with the Information Commissioner's Office (www.ico.org.uk)

Changes to the Privacy Statement

In the interest of being transparent we may amend this Privacy Statement from time to time. Any significant changes to this Policy or to the way we treat your data will be communicated via the London & Regional website.

Further Information

If you have any questions which you feel have not been answered by this Privacy Statement, please do not hesitate in contacting us by email at lshelley@lrp.co.uk or in writing to **Leon Shelley at 8th Floor, South Wing, 55 Baker Street, London W1U 8EW.**

Cookies

About Cookies

As part of the new European Union privacy protection laws we are required to inform you when we use tracking features called 'cookies' on our website.

How We use Cookies

"Cookies" are tiny, harmless text files sent to your computer or mobile when you visit a website.

Most websites use cookies, and in our case we use them to understand where visitors are coming from and how they use our website in order for us to constantly improve the website experience. We don't use cookies to track individuals or store sensitive information such as your name, address or credit card details. Third parties (such as online reservations systems, Google and social media websites) that feature on this website may also use cookies to ensure their features and processes work properly. Please note we are not responsible for cookie usage on these websites and features.

Our website uses third party companies to deliver online services. Their websites may also use cookies to ensure their features and processes work properly. Please note we are not responsible for cookie usage on these websites and features.