

Privacy Notice for Commercial Property Enquiries

1 The purpose of this notice

This notice tells you what personal data Marston Properties collects about you, why we need it, how we use it and what protections are in place to keep it secure.

It is Marston Properties policy to:

- Process your personal information fairly and in accordance with GDPR law
- Tell you about how we will use your personal information
- Only collect personal information from you when we need it for legitimate purposes, or legal reasons
- Ensure that personal information held is relevant and not excessive for the purpose for which it is obtained
- Not keep your personal information for longer than we need to
- Keep your personal information secure, and limit the people who can access it
- Ensure that you know how to access your personal information and exercise your rights in relation to it, including being able to keep it accurate and up-to-date
- Ensure that any third parties we share your personal information with take appropriate steps to protect it.

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. For the purpose of the legislation and your personal data, Marston Properties Limited is the Data Controller and the Directors can be contacted at 1 Mills Yard, Fulham London SW6 3AQ.

2 Collecting your personal data

Marston Properties collects and processes personal data relating to persons making enquiries regarding commercial property. The organisation is committed to being transparent about why it collects and uses that data.

There are 6 lawful bases of processing your data being consent, a legitimate interest, contract fulfilment, a legal obligation, public interest and a vital interest. For each usage of the data the lawful basis of the processing of your data will be identified below. A legitimate interest is when we have a business or commercial reason to process your personal data which needs to be balanced with your interests i.e. what is right and best for you.

Your personal data may be obtained from third party websites and agencies that you have raised an enquiry with including UPAD and Zoopla

Requirements	Data held includes	Legal Basis
To contact enquirers	Name, email address, telephone number	Contract Fulfilment

3 Using your personal data

Marston Properties needs to process personal data to manage the business.

Processing your personal data enables us to:

- Provide property information.
- Arrange viewings.
- Confirm viewing arrangements

4 Sharing your personal data

Your information will be used by the Commercial Property Department.

5 Protecting your personal data

Your personal data is saved electronically on servers and on software systems which are local and cloud based. The back-ups are encrypted and stored in a third-party data centre. Marston Properties Limited regularly reviews the security of these systems and holds a Cyber Essentials Security Certificate. We have internal policies in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed. This is controlled by only granting access to authorised personnel to fulfil their roles.

Data held by Marston Properties Ltd is stored within the European Union.

6 Keeping your personal data

Marston Properties Limited holds different categories of personal data for different periods of time.

Marston Properties will hold your personal data for the duration of your interest in our properties and then in accordance with our Retention of Personal Data Policy. Wherever possible we will endeavour to minimise the amount of personal data held and will only use it for those purposes.

If you apply to occupy a commercial unit, you will be asked for additional details covered by the Marston Properties Commercial Applicants privacy notice.

7 Cookies and tracking

The Marston Properties website and applications may collect anonymous data about how you use our services in order to help us improve future functionality.

Marston Properties use Google Analytics, which is a web analysis service provided by Google. No data that personally identifies an individual (such as a name, email address or billing information) is tracked, collected or uploaded. Marston Properties may collect and report on the adoption and usage of specific features, crashes and exceptions and other useful, anonymous metrics.

8 Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the organisation to update incorrect or incomplete data
- Require erasure of your data when consent is our basis of processing (the right to be forgotten). You may request that your personal data be erased, for example, where there is no compelling reason for its continued processing or where you withdraw consent. We will comply with your request unless we have another basis of processing justifying our retaining the data (for example a legal requirement or the defence of a legal claim).

- Ask the organisation to stop processing data periodically if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.
- Where the lawful basis for processing is your consent, you may withdraw consent at any time by writing to: Noreen Tapp, Marston Properties Ltd, 1 Mills Yard, London SW6 3AQ or emailing nstapp@marstonproperties.co.uk

9. Changes to this privacy notice

We keep our privacy notice under regular review and will post updated versions on our website.