

## **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