

**Privacy notices for:**

- City Property Advisory Team
- Citigen - HNDU Southern Loop Feasibility Study
- Customer Survey
- Fleet Street Consultation
- Investment Property Group

## **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.

**6. How long we keep your personal data for**

Meeting notes are kept indefinitely  
We retain your contact details on our database with a review every five years

**7. Situations when your personal data might be sent to other countries**

We use Mailchimp for e-shot communications

## **Citigen - HNDU Southern Loop Feasibility Study**

<b>1. What personal data is collected about you</b>	<i>Name, position, business address &amp; contact details</i>
<b>2. What special category data is collected about you</b>	<i>None</i>
<b>3. Reasons why we use your personal data</b>	<i>For communication purposes on technical matters in respect of the HNDU Feasibility Study</i>
<b>4. Why we are allowed to use your personal data</b>	<i>For our legitimate interests</i>
<b>5. Who we can share your personal data with</b>	<i>The following study partners and consultant: E.ON Citigen Ltd; Department for Business, Energy &amp; Industrial Strategy (Heat Networks Development Unit); WSP (UK) Ltd</i>
<b>6. How long we keep your personal data for</b>	<i>3 years in accordance with our retention policy.</i>
<b>7. Situations when your personal data might be sent to other countries</b>	<i>None</i>

## Customer Survey

<b>1. What personal data is collected about you</b>	Company Address Contact name Job title Contact number Email Your responses to the survey questions
<b>2. What special category data is collected about you</b>	<i>None</i>
<b>3. Reasons why we use your personal data</b>	<i>To carry out a survey, understand the results of the survey and how best to act on them for the benefit of the customer.</i>
<b>4. Why we are allowed to use your personal data</b>	<i>We have your consent, article 6 (1) (a) of the GDPR.</i>
<b>5. Who we can share your personal data with</b>	<i>CoL staff and RealService only for the purposes of carrying out and acting on the findings of the survey for the benefit of the customer.</i>
<b>6. How long we keep your personal data for</b>	<i>2 years</i>
<b>7. Situations when your personal data might be sent to other countries</b>	<i>None expect if required to do so by Law.</i>

## **Fleet Street Consultation**

<b>1. What personal data is collected about you</b>	<i>Name, email address, initial part of postcode, age and gender.</i>
<b>2. What special category data is collected about you</b>	<i>Disability (health), Ethnicity, potentially religion by default.</i>
<b>3. Reasons why we use your personal data</b>	<i>The use of personal data is used to help the City Corporation to analyse feedback to consultations and for the City Corporation to fulfil its obligations to understand how its plans impact minorities groups.</i>
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"><li>• <i>we have your explicit consent</i></li><li>• <i>to carry out a public task</i></li></ul>
<b>5. Who we can share your personal data with</b>	<i>Personal Information could be shared with our consultation portal developer (Delib) and third parties who are responsible for analysing the consultation (London Communications Agency)</i>
<b>6. How long we keep your personal data for</b>	<i>3 years</i>
<b>7. Situations when your personal data might be sent to other countries</b>	<i>All personal data is stored on UK and EU servers</i>

## **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.