



## Privacy Notice

### 1. Introduction and General Terms

- a. This Privacy Notice sets out how Grosvenor Estate Belgravia “**GEB**” Grosvenor Estate Management Limited “**GEML**” Grosvenor Estate Westend Properties “**GEWP**” Belgravia Estates Services Ltd “**BESL**” Eaton Square Properties Ltd “**ESPL**”, each of 70 Grosvenor Street London W1K 3JP obtain, use and protect your personal information that you provide to us, or that is otherwise obtained or generated by us, in connection with an application for a job with us. For the purpose of this Privacy Notice (unless expressly stated, or the context requires, otherwise), ‘**we**’, ‘**us**’ and ‘**our**’ refers to GEB,
- b. This Privacy Notice explains the following:
  - what personal information we may collect from you;
  - how we keep your personal information safe;
  - what we may use your personal information for;
  - who we may share your personal information with; and
  - your rights regarding your personal information.
- c. GEB, GEML, GEWP, BESL, ESPL are data controllers in respect of your personal information for the purposes of applicable data protection legislation.
- d. Data will be collected for the following purposes:
  - Garden membership and access
  - Parking arrangements
  - Dog registration
  - Garden and arboriculture maintenance
  - Tennis membership
  - Garden parties and event organisation

### 2. Legal ground for processing personal information

We will process personal information relating to you on the ground that such processing is necessary to further our legitimate interest in the effective consideration and provision of our services mentioned in section 1 and the efficient and effective administration of our businesses. We may also process your personal information to the extent necessary to comply with our legal obligations.

### 3. Personal information we may process about you

#### a. How do we collect personal information about you?

We collect personal information from the forms that you submit to us as well as through email, written and verbal correspondence. You do not have to provide the personal information we request from you as part of your application for our services, but it may result in a delay in us processing your application (or us not being to process your application at all) if that personal information is not provided.

**b. What types of personal information may we process about you?**

As part of your Application you may provide us with your name, email address, postal address, telephone, mobile numbers and bank details. You may also provide details of your dog(s).

**4. Keeping your personal information safe**

**a. Where the personal information is held**

- We store your personal data on our company electronic programs and drives which are all security protected and access limited to Grosvenor and system administration personnel. The main system is Yardi Voyager our property finance programme. These secure systems comply with industry standards and protect your personal information from unauthorised access.

**b. Retention of your personal information**

- We will hold your personal data on our systems for as long as you are a member or continue to use our services and for as long afterwards as it is in the our legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

**5. What we may process your personal information for**

We process your personal information for the following purposes:

- to screen your application and assess your eligibility for our services
- to send you an reminders for annual registration
- to advise and invite you to suitable events
- in the logistics of providing our services to you

**6. Who we may share your personal information with**

- a. We may share your personal information with Grosvenor employees and selected third parties acting who act on our behalf such, as tree surgeons and event organisers. These approved provide our service to you which may be necessary or desirable for the purposes described in section 5.
- b. All third parties to whom we transfer personal information relating to you will be under an obligation to protect the confidentiality and security of that personal information.

**7. Your rights regarding the personal information you provide to us**

The accuracy of the personal information we hold about you is important to us. Under applicable data protection legislation you have rights concerning your personal information.

- You have a right to correct any inaccurate or incomplete personal information we hold on you. You have a right to receive a copy of the personal information we hold on you, which we must provide to you in a structured, commonly-used and machine-readable format. You have a right to require us to stop or to restrict our processing of your personal information. You have a right to require the erasure of personal information we hold on you once it is no longer necessary in relation to the purposes for which the personal information was collected or is being processed.
- Please contact us if you wish to exercise any of these rights using the details in section 10.
- If you have a complaint about how we manage your personal information please contact us. Our contact details are in section 10. If you are still not satisfied after going through our internal complaints procedure you can complain to The Information Commissioner's Office by telephone on 0303 123 1113 or through the following link: <https://ico.org.uk/global/contact-us/email/>

## **8. Changes to this Privacy Notice**

We will review and may update our Privacy Notice from time to time. Any changes to this Privacy Notice will become effective when we post the revised Privacy Notice on our website. Please check our website frequently to see any updates or changes to our Privacy Notice, a summary of which we will set out in section 9 below. In any event, all important changes made to our Privacy Notice will be notified to you by email or post.

This Privacy Notice was last reviewed and updated in April 2018

## **9. Previous changes to this Privacy Notice**

Currently none.

## **10. Contact**

If you have any questions, comments or requests regarding any aspect of this Privacy Notice, please do not hesitate to contact us at:

By post: Grosvenor, 133 Ebury Street London Sw1W 9QU

By email: [glm.office@grosvenor.com](mailto:glm.office@grosvenor.com)

By phone: 020 730 7788

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