

LAVELLE COMMERCIAL PROPERTY GDPR POLICY

Lavelle Commercial Property are committed to ensuring that your privacy is protected. This GDPR Privacy Policy lays out the basis on which any personal data we collect from and about you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

LAVELLE COMMERCIAL PROPERTY CONTACT DETAILS

If you would like to contact us with any queries or comments in relation to your personal data, please do so by calling: **045 540400** or send an e-mail to: info@lavellecs.ie

PERSONAL DATA WE MAY COLLECT ABOUT YOU

We will obtain personal data about you such as your name and address whenever you email us or contact us. Depending on the circumstances, we might also obtain personal data about you from other sources such as public registers, landdirect.ie, government and regulatory authorities, business partners, financial and insurance advisors, service providers, etc.

You are not obliged to provide us with your personal information. However, if you do not, we might not be able to carry out the services you have requested of us.

WHY WE PROCESS YOUR PERSONAL DATA

We process your data in order to comply with legal obligations to which we are subject, to perform the services you have requested of us or to take steps at your request prior to undertaking to provide services for you, because you have consented to our processing of your data or for the purposes of our legitimate interests, such as to inform you of changes to our services or to provide you with information about other services we offer.

HOW WE MAY USE YOUR PERSONAL DATA

We will use your personal data: -

- Allow us to provide you with the property services you request from us
- Comply with legal obligations we might be subject to (such as anti-money laundering)
- Provide you with information about other services we offer that are similar to those you have already requested of us or enquired about
- To notify you of changes to our services, terms and conditions of business
- To monitor and improve the quality of our services
- Security vetting
- Marketing

3A, Sycamore House, Millennium Park, Naas, Co. Kildare, W91 WN72
Telephone: 045 540400 **Email:** info@lavellecs.ie **Web:** www.lavellecs.ie

WHO WE SHARE YOUR DATA WITH?

We may share your information with agents, partners of Lavelle Commercial Property in connection with services that these individuals or entities perform for or with Lavelle Commercial Property. These include but are not limited to providers of valuations, Compulsory Purchase, Asset Management Consultancy, Ratings, Rent Reviews and Property letting & sales.

We may disclose your data in the event that we sell, buy or let assets including property, in which case we may disclose your personal data to the prospective seller, buyer, Landlord or Tenant of such business or assets.

We may disclose or share your data in order to comply with any legal obligation or in order to enforce or apply our General Terms and Conditions.

Our agents, contractors or partners are restricted from using your data in any way other than to provide services for Lavelle Commercial Property, or services for the collaboration in which they and Lavelle Commercial Property are engaged. Lavelle Commercial Property requires that all such agents, contractors or partners enter into contractual guarantees to observe security and privacy obligations as least as stringent as those set forth in this privacy statement.

DATA SECURITY

We take our data security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We have reviewed our data security measures and procedures regularly. Unfortunately, the transmission of information by means of the internet, including through email, is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to or from us by means of e-mail and any such transmission is at your own risk.

KEEPING YOUR DATA SECURE

We might store your information in different places. Physical files are stored in our offices and our archives.

DATA RETENTION

It is our aim to only hold your data for as long as this is necessary. Unless otherwise required under relevant law, we store your data for as long as we provide services to you and for a period of no less than seven years beginning on the date we archive your file.

MARKETING

We may contact you by mail, email and telephone about our services and other events involving or relating to Lavelle Commercial Property, which may be of interest to you. You have the right to ask us to stop processing your personal data for direct marketing purposes. If you wish to exercise this right, please send us an email to info@lavellecs.ie with a header that says "Unsubscribe".

PERSONAL DATA WE MAY COLLECT ABOUT YOU

We will obtain personal data about you such as your name and address whenever you email us or contact us. For instance, we will obtain your personal data when you email us regarding information. We may also obtain sensitive personal data about you if you volunteer it in your communication to us. If you volunteer such information, you will be consenting to our processing it for the purposes detailed below.

MONITORING

We may monitor and record communications with you (such as telephone conversations and emails) for the purpose of quality assurance, training and compliance.

CHANGES TO STATEMENT

We may update this privacy statement from time to time and will publish such updated version on our website, as appropriate.