

Cambridge, 30th of June 2018

Dear Lease / Share Holder

We are writing to you, to inform you of the General Data Protection Regulation changes which are coming into effect from the 25th of May 2018 and what Citygate Property Partners Ltd (CPP) is doing to protect and how we process your data:

1. Information we hold about you: Name, Surname, Address, Email, Date of Birth, Bank Account Number and Sort Code plus Mortgage Lender's details. This information is stored in an Excel spreadsheet which is password protected, on a private computer, belonging to CPP director in Cambridge.
2. Your data is shared with Directors of CPP for administration purposes. To a lesser extent, it is shared with Companies House, in the case of a Director and or Shareholder in order to register their interest or standing, and the Land Registry. Also we have a statutory requirement to share information on demand with HM Government authorities such as HMRC.
3. What is GDPR

https://en.wikipedia.org/wiki/General_Data_Protection_Regulation

4. What types of information we hold (see 1) and why?

Some of the data as specified in point 2 has to be shared with certain government authorities, as well as internally amongst directors of CPP. We do not and will not share the data with any external individual or organisation, verbally, electronically or through any other medium without gaining prior explicit individuals consent.

5. The data is held by way of a contractual arrangement (the lease and shareholding) the lease holder has given CPP to hold this information, for the purposes administering the leasehold and shareholding. The Consent is irrevocable, while the lease and shareholding exist, but on surrender of the Lease and Shareholding, due to sale or transfer, and after any outstanding administration of said has been completed, all relevant data will be removed from CPP records.
6. The responsibility of the data and its administration is, that of the "data controller", who is collectively the Board of Directors of CPP, as elected from time to time.
7. The individuals, whose data is held, have a right to a copy of the information held on record, and may demand this free of charge, and it will be provided within 28 days, of a written request.



This document can be found on our website: <https://citygatepropertypartners.co.uk>

If you have any additional questions about this policy you can send an email to: info@cgpp ltd.co.uk

Yours Sincerely

Citygate Property Partners - Board Of Directors