



Landlink Estates - Privacy Notice

This Privacy Notice provides details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

Our Contact Information

Landlink Estates
Ham Farm
Main Road
Chichester
PO18 8EH

Company Email: enquiries@landlinkestates.co.uk

What we do with your personal data

We process personal data only for the purpose for which they are collected. The purpose is dependent on whether you use only our website, or additionally, our services. If you use our services you are required to register and we collect your personal data. We use this personal data for the provision of the service or the performance of the contract. We may use your personal data for other similar purposes, including marketing and communications, but that will only occur in the case we have your consent or another legal justification for doing so.

From our **Contractors** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Supplier Management	it's in our legitimate interest (Business operations and due Diligence)	Until service completed
Business operations and due diligence	we have a contract with the data subject	Until contract completed
Organisation's administration and management	we have a contract with the data subject	Until contract completed
Service delivery	we have a contract with the data subject	Until contract completed
Archiving	it's in our legitimate interest (Legal and regulatory compliance)	Until tax or other retention period expires



From our **Customers / Clients / Tenants** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Business operations and due diligence	we have a contract with the data subject	Until contract completed
Archiving	we have a contract with the data subject	Until contract completed
Contact management	we have a contract with the data subject	Until contract completed
Debt management	we have a contract with the data subject	Until contract completed
Legal and regulatory compliance	it's in our legitimate interest (Legal and regulatory compliance)	Until tax or other retention period expires

From our **Governing Body** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Legal and regulatory compliance	we have to comply with a legal obligation	Until tax or other retention period expires

From our **Suppliers** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Supplier Management	it's in our legitimate interest (Business operations and due Diligence)	Until tax or other retention period expires
Employee Recruitment and Employment	it's in our legitimate interest (Employment data processing)	Until tax or other retention period expires



Business operations and due diligence	it's in our legitimate interest (Business operations and due Diligence)	Until tax or other retention period expires
Archiving	it's in our legitimate interest (Business operations and due Diligence)	Until tax or other retention period expires

From our **Site Visitors** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Site management and security	we have the data subject's consent	1 year

What personal data do we collect?

The personal data we collect depends on whether you just visit our website or use our services. If you visit our website, you do not need to provide us with any personal data. However, your browser transmits some data automatically, such as the date and time of retrieval of one of our web pages, your browser type and settings, your operating system, the last web page you visited, the data transmitted and the access status, and your IP address.

If you use our services, personal data is required to fulfil the requirements of a contractual or service relationship, which may exist between you and our organisation.

We may collect:

- Education History
- Email, Social Networks
- Photographs together with Identifiers
- Financial Details
- Confidential Correspondence
- Employment History
- Name
- Vehicle Registration
- Banking Details
- Location Information
- Telephone contact details
- Whether you wear glass/contact lenses
- Recent health situation

How do we look after personal data



We limit the amount of personal data collected only to what is fit for the purpose, as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal data only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal data for historical or statistical purposes we ensure that the personal data cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal data.

How can you access your personal data?

You have the right to request access to any of your personal data we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

If you would like to make a request to see what personal data of yours we might hold, you may make a request from our company website or by emailing enquiries@langmeadfarms.co.uk

Where you have previously given your consent to process your personal data, you also have the right to request that we port or transfer your personal data to a different service provider or to yourself, if you so wish.

Where it may have been necessary to get your consent to use your personal data, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal data without affecting the lawfulness of processing based on consent before your withdrawal.

Our Supervisory Authority

You have the right to lodge a complaint with any Supervisory Authority. See our Supervisory Authority contact details below

The Information Commissioner's Office
Water Lane, Wycliffe House
Wilmslow - Cheshire SK9 5AF
United Kingdom
international.team@ico.org.uk
+44 1625 545 745
www.ico.org.uk