



Privacy Statement

This statement tells you how City Property uses your personal information. It was last updated on 18th April 2017.

This is the privacy notice for City Property. We will use your details to provide you with the service which you or someone else have asked us to provide. We will also use your personal details for purposes of crime prevention and crime detection and/or when required by law and will share it with other public bodies for that purpose.

City Property comprises of two separate Limited Liability partnerships. Both organisations may use your personal data.

City Property (Glasgow) LLP, formed on 1st October 2009 by Glasgow City Council. Registered Office: City Property (Glasgow) LLP, Exchange House, 229 George Street, Glasgow, G1 1QU. City Property Glasgow (Investments) LLP was established on 29th March 2010.

Both LLP's are Data Controllers of personal data for purposes of the Data Protection Act 1998 and are registered as a data controller with the Information Commissioner under Notification numbers:

City Property (Glasgow) LLP: Notification No. Z2329841.
City Property Glasgow (Investments) LLP: Notification No. ZA155754.

City Property Markets is a trading division of City Property based at 130 Blochairn Road, Glasgow. The personal data that they process is controlled under both Notifications above.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998.

For most purposes, we will only process your information with your consent. In most cases, we will presume that by providing us with your details in order to obtain a service from the LLP, you are consenting to us using those details in order to provide that service to you. Except as set out in this privacy statement, we will not use your personal details for any other purpose without first obtaining your consent to that other purpose or purposes (you may have been asked to provide this additional consent at the time when you originally contacted us, for example in an additional section on an application form).

City Property (Glasgow) LLP and City Property Glasgow (Investments) LLP will not sell or rent your personal information to third parties. We may make information available to tax and law enforcement authorities in particular cases, as required or permitted by law. We may

also make information available to Glasgow City Council owned companies, e.g. City Building, GCSS, and Glasgow Life.

The main exception to the rule that we will not use your details for other purposes relates to the prevention of fraud. The LLP when it lets and/or sells properties reserve the right to check the information you have provided for accuracy, in order to detect fraud. This may involve data matching exercises where we compare different sets of data which we hold for unusual matches or discrepancies; this may also include matching Glasgow City Council data with external data sources such as information held by credit reference agencies.

By law we are obliged to provide information to certain other public bodies such as the Department for Work and Pensions, HM Revenues and Customs, courts, tribunals, hearings and other formal bodies dealing with legal processes, and various external regulatory bodies. We also have an obligation to assist in the prevention of crime and we will therefore generally supply specific information which we are asked to provide to the police or other crime detection agencies, provided we are satisfied that the request is connected to an investigation and that disclosure would be lawful and proportionate.

External contractors are appointed to process information on behalf of the LLP and under its instructions. All contractors which do this are appointed under written contracts requiring them to keep the personal information safe and prohibiting them from doing anything with the personal data they process for us other than following the LLP's instructions.

In relation to outstanding Non Domestic Rates and Council Tax owed by City Property Investment tenants, we may share tenant information with Glasgow City Council. Tenant information may also be shared with utility companies in the event that legal action is being or may be pursued against City Property for outstanding debt. In addition, City Property Investment tenant information may be shared with utility companies if there is a likelihood that previous outstanding debt will result in new tenants having their utility supplies disconnected.

Sharing Information

The main organisations we share information with are as follows:

- Glasgow City Council
- Other Glasgow City Council Arm's Length External Organisations (ALEOs)
- Police Scotland and other criminal investigations agencies
- Our external partners (Graham & Sibbald, Montague Evans, Edzell)
- Department of Work and Pensions
- HMRC
- Scottish Public Services Ombudsman
- The UK Information Commissioner
- Utility Companies

This Privacy Statement will be updated on an ongoing basis to provide additional details on how and why we share information with other bodies.