



## **BUSINESS ACTIVITIES PRIVACY NOTICE**

This notice sets out the privacy practices of Wilderton Building Consultancy and its subsidiaries (“**Wilderton**”) with respect to the personal data of clients, suppliers of Wilderton and those with whom it interacts in the course of its professional services and business (“**Subjects**”). This notice only applies to Subjects located in the European Economic Area (the “**EEA**”). Wilderton is considered a data controller (i.e. the company who is responsible for, and controls the processing of, subject personal data) with respect to the specific subject. Contact details for Wilderton are set out below.

### **Data That May Be Collected.**

Wilderton will process personal data including Subject personal data in accordance with applicable privacy and data protection laws and regulations (“Data Protection Requirements”). Wilderton may collect certain personal data with respect to Subjects, for example, first name, last name, contact details (email address, telephone number and residential address), date and place of birth, tax identification number(s), country of tax residence(s) and residence address in case of individuals, or company name, company address, company telephone number, first and last name and contact details of company officers, country of incorporation and tax identification number(s) in case of entities together with financial information, including bank account details and any other such related information in accordance with applicable laws.

### **Use of Subject Personal Data.**

Wilderton will use Subject personal data during the course of business for legitimate purposes in connection with its professional services and business. Wilderton may also use Subject personal data to communicate with Subjects and inform Subjects of property updates and client seminars (where appropriate and legitimate), for instance. The provision of personal data by a Subject may be necessary in order for Wilderton to provide that Subject with the requested services, for the performance of any contractual relationship with that Subject and for other purposes as set out in this notice where in Wilderton’ legitimate interests. Wilderton may also require personal data to satisfy legal and regulatory requirements.

### **Disclosure to Certain Third Parties.**

Subject personal data may be disclosed to the extent necessary for the above purposes to the following recipients, subject to any local Data Protection Requirements: (i) to its affiliates and service providers; (ii) to fraud prevention agencies and law enforcement agencies; (iii) to courts, governmental and non-governmental regulators, tax authorities and ombudsman; (iv) to any third party that acquires, or is interested in acquiring all or part of its business, whether by merger, acquisition, reorganization or otherwise; or (v) as required or permitted by law, including to comply with a subpoena or similar legal process or government request, or when Wilderton believes in good

faith that disclosure is legally required or Wilderton has a legitimate interest in making a disclosure, such as where necessary to protect Wilderton' rights and property.

### **Security and Retention.**

Wilderton will take reasonable steps to protect Subject personal data against loss or theft, as well as from unauthorized access, disclosure, copying, use or modification, regardless of the format in which it is held. We will keep Subject personal data for so long as required to keep such data for the applicable purpose it is being used for and until such time as the limitation period for any potential legal claims may expire.

### **Rights of Subjects.**

Subjects may have certain rights under Data Protection Requirements which may be subject to limitations and/or restrictions. These include the right to: (i) request access to and rectification or erasure of their Subject personal data; (ii) obtain restriction of processing or to object to the processing of their Subject personal data; and (iii) data portability. Subjects who wish to exercise any of these rights should contact: Wilderton Building Consultancy, Yarto House, 20 Edgwarebury Lane, Edgware, Middlesex, HA8 8LW. Subjects also have the right to lodge a complaint about the processing of their personal data with their local data protection authority.

### **Contact Us:**

If you have any questions in relation to this notice, please contact [info@wilderton.com](mailto:info@wilderton.com).