

## Privacy Policy

This Privacy Policy, dated 27<sup>th</sup> April 2022, sets out the basis on which any personal data you provide to us, will be processed. It also details the cookies we use on our Site.

### General Information

For your information, this website is operated and wholly owned by GG Midlands Investments 1 Ltd, trading as 84 Salop Street. GG Midlands Investments 1 Ltd is a company registered in England & Wales, company registration number 11390433, our registered office address is Swinford House, Albion Street, Brierley Hill, DY5 3EE and our trading address is 84 Salop Street, Wolverhampton, WV3 0SR. We are registered with the Information Commissioner – registration number ZA585021

The scope of this Privacy Policy relates to the data collected on this website, enquiries we receive and also the data we collect regarding our tenants and visitors to our premises.. GG Midlands Investments 1 Ltd also processes personal data for its employees which is covered by internal policies.

### Information We Collect

We collect your personal data when you submit a query via our web form or place an enquiry with our business. We collect your name, company name, address, email and telephone number for our legitimate reason of being able to answer your query. We may also collect demographic information, for example information about your business type, number of staff, space requirements etc.

Each time you visit our website, we may also collect technical information relating to your device, time zone, operating system, browser version as well as other supplementary information such as page load times. We have a legitimate interest to process this data because it helps us to tailor and optimise your experience on the site.

When you contract with us we will collect additional information about your company that we require for your tenancy agreement, this will include emergency contact information as well as information about your business and its requirements.

If you visit our offices we have CCTV installed, we may record footage of you on our CCTV system. Our receptionist will record your name and company details along with the time and date of your visit. If you call us we may record your call, if we do this we will inform you during the call.

### How We Use Your Data

We use your data to make contact with you (by post, telephone or email) to provide information requested via our website. We may also use your contact information to send you information in the future about our office spaces or other group products and services such as meeting rooms, virtual offices etc. You can ask us to stop at any time by contacting us using the contact details below.



#### Find Us

info@salopstreet.co.uk  
01902 939888  
84 Salop Street, Wolverhampton, WV3 0SR

#### About Us

84 Salop Street is a trading style of GG Midlands Investments 1 Ltd a company registered in England & Wales under number: 11390433. Registered office address: Swinford House, Albion Street, Brierley Hill, DY5 3EE. ICO number: ZA585021

If you become a tenant then we will use your data to contact you with regard to your tenancy and to collect information we need in relation to your tenancy.

### **Legal Basis for Processing Your Data**

The data we capture from this website is based on consent. By using our site you consent to our privacy policy.

We also process data, where applicable, on the basis of legitimate interest and contract.

If you would like further information please contact us using the details below. **Cookies**

Cookies are small files that a site or its service provider transfers to your computer's hard drive through your web browser (if you allow it to) that enables the site's or service provider's systems to recognise your browser and capture and remember certain information. You can choose to turn off all cookies via your browser settings. Like most websites, if you turn your cookies off, some of our services may not function properly. If this should happen please contact us by telephone.

### **Disclosure and Retention of Your Data**

We do not sell, trade or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or other rights, property or safety.

In accordance with the UK GDPR

We protect your information with security measures under the laws that apply and we meet international standards. We use a variety of technologies to help protect your personal information from unauthorised access, use, or disclosure.

We apply segmented access controls so only our highly trained and trusted staff can access your data on a need to know basis. All systems and data are located in the UK in controlled and secure areas.

### **Your Rights as a Data Subject**

Under the UK General Data Protection Regulation (UK GDPR), as a Data Subject, you may exercise your right to:

- Be informed about your personal data
- Access your personal data
- Rectify your personal data
- Have your data erased
- Restrict processing (an alternative to data erasure)
- Object to processing (where we rely on our legitimate interest)



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- Data portability
- Requests in relation to automated decision making and profiling

If you wish to contact us regarding your data, to exercise any of your rights as a data subject (including the right to have your data erased, to restrict or object to processing), or to raise a complaint on how we have handled your personal data, you can contact our Compliance Officer (see contact details below), who will deal with your request.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can make a complaint to the UK Supervisory Authority, the Information Commissioner's Office (ICO). Please visit their website for more information: <https://ico.org.uk/concerns/>

### **Changes to this Policy**

In the event of updates to our service that materially expand the sharing or use of your personal information in ways not already disclosed to you, we will update this privacy policy accordingly. We will gain your consent for processing activities where necessary.

### **Contact Information**

Please submit your queries via the web form on the homepage.

If you have a question regarding the processing of your personal data, please contact our Compliance Officer by post or email:

Compliance Officer  
GG Investments 1 Ltd  
84 Salop Street  
Wolverhampton  
WV3 0SR  
Email: [compliance@84SalopStreet.co.uk](mailto:compliance@84SalopStreet.co.uk)

**Last updated: 27<sup>th</sup> April 2022**



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