

Privacy Notice for Space for Change Competition Application

1. About this Notice

This privacy notice aims to inform you about how Derwent London plc ("Derwent, we or us") use and share information related to the Space for Change Competition applications, including the types of personal data we collect, how we use it, who we share it with and your rights regarding this data. We will review and update this privacy notice to reflect changes in our activities, as well as to comply with any changes in UK data protection legislation.

2. Contacting us

For the purposes of data protection legislation, Derwent is a "controller" meaning that we determine the purpose and means of processing the information we collect from you. If you ever have any questions, comments, or complaints about this notice, or any of its contents, please contact us via any of the following means and we will be pleased to assist you: David Lawler, Company Secretary company.secretary@derwentlondon.com or 0207 659 3000.

3. Information that we will collect.

Derwent London will collect personal contact details from you as part of the application process to enable us to contact the competition winner to let them know they have won. The personal data we collect for this purpose includes:

- Full Name
- Preferred Pronouns
- Phone Number

We will also collect the following information:

- Business Name
- Business Postal Address
- Business Email Address
- Business Phone Number
- Business Website
- Company Registration Number
- Number of Employees
- Business Social Media Handles

4. How we collect personal information

- Via the Derwent London - Space for Change Microsoft Form

5. How we use your information

The personal data Derwent collects would only be used for the purpose of contacting the competition winner.

6. Lawful processing

When we collect personal data in relation to the Space for Change competition, we rely on the following lawful basis:

- **Consent** - When completing the competition entry form, you also provide your consent for the processing of your personal data for the duration of the competition.
- **Legitimate interests** - the processing is necessary to allow Derwent to administer the competition, to ensure that the competition is run fairly and to contact the winner.

7. Sharing your information

Your personal data will only be shared internally at Derwent between the team responsible for overseeing the competition.

Should you be successful, your personal data might also be shared with the judging panel consisting of:

- Executive Director, Derwent London
- Head of Marketing, Derwent London
- Sustainability Manager, Derwent London
- Non-Executive Director, Derwent London
- Director, Kanda Consulting
- Founding Director, dMFK
- Founder and Creative Director, Everything in Between

8. Where we store and use your information

The personal data collected during the competition application process will be stored securely in Microsoft 365 servers, located within the EEA.

9. Keeping your information

We will not keep personal data for longer than it is necessary and will only retain the personal data for as long as is needed for the purpose of administering the competition.

10. Security

We have put in place measures to protect the security of your personal data. These measures are intended to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those who have a business requirement to access it.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

11. Withdraw consent

If you decide to withdraw consent for Derwent to process your personal data after entering the competition, please request this via an email to company.secretary@derwentlondon.com.

12. Your rights

You have the right to be provided with clear, transparent and easily understandable information about how we use your information and further rights granted to you under data protection legislation. Under certain circumstances, by law you have the right to:

- Object to processing of your personal data where we are relying on a legitimate interest (or that of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes. You may further request that your information is deleted if you have objected to its processing.
- Request access to your personal data (commonly known as a "data subject access request"). We will provide a copy of the personal data we hold about you.
- Request correction of the personal data that we hold about you. Whilst we endeavour to keep our records up to date and accurate, your assistance in their accuracy is always appreciated.
- Request erasure of your personal data. This enables you to ask us to delete or remove your personal data. However, as noted in this notice, you may not be able to access certain services or your engagement with us may be terminated if it is a requirement to have this information.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal data to another party in a machine- readable, commonly used and structured format.

To exercise any of the above rights, please contact us at the details provided above. The various rights are not absolute, and each is subject to certain exceptions or qualifications under applicable data protection laws.

13. Right to complain

If you wish to request further information about any of the above rights, or if you are unhappy with how we have handled your personal data, contact us at using the following details:

David Lawler, Company Secretary company.secretary@derwentlondon.com or 0207 659 3000.

If you are not satisfied with our response to your complaint or believe our processing of your personal data does not comply with data protection law, you can make a complaint to the Information Commissioner's Office ("ICO") via its website (<https://ico.org.uk>)

14. Changes to this Privacy Notice

We keep our privacy notices under regular review in order to ensure that it properly reflects our use of personal data. This notice was last updated on 19 April 2024. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.