

DATA PROTECTION POLICY AND THIRD-PARTY RIGHTS

For the purposes of this policy "Applicant" refers to you.

1.1 Pera Business Park Ltd will collect personal data only if it is provided directly by the Applicant, and therefore has been provided by the Applicant with the Applicant's consent.

1.2 Pera Business Park Ltd will hold and process personal data that the Applicant provides in accordance with the Data Protection Act 1998 (DPA) and General Data Protection Regulation 2016 (GDPR).

1.3 The information that Pera Business Park Ltd collects and stores relating to the Applicant is primarily used to enable Pera Business Park Ltd to provide services to the Applicant, and meet its contractual commitments. In addition, Pera Business Park Ltd may use the information for the following purposes:

1.3.1 To notify the Applicant about any changes to services and products that may affect Pera Business Park Ltd's service;

1.3.2 To contact the Applicant with information about services or products similar to those that were the subject of a previous sale; and

1.3.3 To contact the Applicant regarding upcoming events being held at the Estate.

1.4 The Applicant may opt out of receiving the communications listed in clause 1.3 by emailing nicola.horton@pera.com.

1.5 The information provided by the Applicant to Pera Business Park Ltd may be transferred to and stored in countries outside of the European Economic Area (EEA) as Pera Business Park Ltd uses servers based outside of the EEA - this is generally the nature of data stored in "the Cloud".

1.6 Pera Business Park Ltd may disclose the Applicant's information to regulatory bodies to enable it to comply with the law and to assist fraud protection and minimise credit risk.

1.7 Otherwise, Pera Business Park Ltd will process, disclose or share the Applicant's personal data only if required to do so by law or in the good faith belief that such action is necessary to comply with legal requirements or legal process served on the Pera Business Park Ltd.

1.8 The transmission of information via the Internet or email is not completely secure. Although Pera Business Park Ltd will endeavour to protect the Applicant's personal data, it cannot guarantee the security of data while the Applicant is transmitting it to Pera Business Park Ltd's site; any such transmission is at the Applicant's own risk. Once Pera Business Park Ltd has received the Applicant's personal data, it will use strict procedures and security features to try to prevent unauthorised access.

1.9 The Applicant is responsible for storing and destroying data that it may incur during the course of business. Pera Business Park Limited will accept no responsibility for data breaches caused as a result of carelessness on the part of the Applicant.

Virtual Office Services

1. Where the applicant makes use of our Virtual Office Services, Pera Business Park will take the following actions:

1.1. Where applicable, sort incoming post the same day of receipt to the business or individual it is addressed to and store securely i.e. in a lockable post box,

1.2. Where applicable, forward post to a designated address once a week,

1.3. Where applicable, electronically scan post the same day of receipt and upload to our secure customer portal, www.mydocsafe.com,

1.4. Where applicable, securely store physical copies of electronically scanned items of post until the earlier of:

1.4.1. The items are downloaded from the customer portal by the Applicant,

1.4.2. 7 calendar days have elapsed (unless the Applicant request otherwise).

1.5. Where applicable, destroy physical copies of electronically scanned items of post using our confidential waste collection service, Shred Pro, subject to at least one of the conditions in clause 1.4 being met.

1.6. Not open items of post addressed to the Applicant unless one or more of the conditions below apply:

1.6.1. the Applicant expressly requests that their post is opened, or

1.6.2. the Applicant makes use of our Mail Scanning Service, or

1.6.3. Pera Business Park is unable to determine the recipient of an item of post from the address visible from the unopened envelope.

2. Where Pera Business Park is unable to determine the recipient of an item of post, or where a Virtual Office agreement has been terminated, said item of post to sender within one business day.

3. Pera Business Park reserves the right to change, add, cancel, remove or otherwise modify the terms of this policy at any time without prior notice.