General Data Protection Regulation (GDPR) Policy

#### Introduction:

Our company, Simba Property (UK), is committed to protecting the personal data of our tenants, customers, employees, and other individuals we interact with. This GDPR policy outlines our approach to collecting, storing, and using personal data in compliance with the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).

# Data Collection and Processing:

We only collect personal data that is necessary for the purposes of our business, and we ensure that individuals are informed about the collection and use of their personal data. We obtain consent for the processing of personal data where required by law, and we do not process personal data for any purpose that is incompatible with the purpose for which it was collected.

# Data Storage and Security:

We take appropriate technical and organizational measures to protect personal data from unauthorized access, alteration, disclosure, or destruction. We regularly review and update our security systems to ensure that they remain effective. Personal data is only retained for as long as necessary for the purpose for which it was collected.

### Data Access and Correction:

Individuals have the right to request access to their personal data and to request that any inaccuracies be corrected. We will provide a copy of the personal data we hold about an individual, and we will correct any inaccuracies as soon as possible.

### Data Processing on behalf of Third Parties:

We may share personal data with third parties for the purpose of providing our services, such as payment processors. In these cases, we will take appropriate measures to ensure that the third party has appropriate security measures in place and that they are compliant with GDPR.

#### Data Breaches:

In the event of a data breach, we will notify the Information Commissioner's Office (ICO) and affected individuals without undue delay.

#### Contact Information:

If you have any questions about this GDPR policy or about the personal data we hold about you, please contact us at Simba Property (UK) Ltd., 39 Stratford Road, Watford, Herts., WD17 4YN, info@simbaproperty.com, 0330 378 7794.

This policy was last updated on 01-June-2022.