

**AEW UK INVESTMENT MANAGEMENT LLP**  
**WEBSITE PRIVACY NOTICE**

**ABOUT US AND THIS NOTICE**



This Privacy Notice applies to personal data collected through our website <http://www.aewuk.co.uk/>.

This Privacy Notice is provided by **AEW UK Investment Management LLP**. We are a 'controller' for the purposes of the General Data Protection Regulation (EU) 2016/679 ("**Data Protection Laws**").

We take your privacy very seriously. We ask that you read this Privacy Notice carefully as it contains important information about our processing and your rights.

**How to contact us**

If you have any questions about this Privacy Notice, how we handle your personal data, or want to exercise any of your rights, please contact:

- Privacy Manager: Louise Staniforth
- Address: 33 Jermyn Street, London, SW1Y 6DN
- Telephone number: 0207 016 4823
- Email: [aewukweb@eu.aew.com](mailto:aewukweb@eu.aew.com)

If you would like this Privacy Notice in another format (for example: audio, large print, braille), please contact us.

**Changes to the Privacy Notice**

We may change this Privacy Notice from time to time. You should check this Privacy Notice occasionally to ensure you are aware of the most recent version that will apply each time you access this website.

Current version: v1 May 2018



## WHAT PERSONAL DATA DO WE COLLECT AND WHY?



### Personal data provided by you

#### ➤ Visitors only

If you are just browsing our website we will not collect personal data **other than your IP address collected through our cookies.**

We will collect information about your usage of our website through cookies. Please see our Cookies Policy at [www.aewuk.co.uk/site-services/cookie-notice](http://www.aewuk.co.uk/site-services/cookie-notice). This information is statistical and aggregated and is not processed for the purpose of understanding your particular usage of the website.

#### ➤ Information you submit

We process personal information about you (such as your **name, address, email address and telephone number** and anything else that you provide to us) when you contact us by sending us an email, in order to respond to the enquiry you are making.

#### ➤ Subscriptions and Marketing

If you are an existing customer or you sign up to receive our subscriptions or marketing emails, we will use your name and email address to send you material we think will be of interest to you or the material you have requested.

You can unsubscribe at any time by contacting us at the details set out above or clicking the unsubscribe link in the emails that you receive.

It is in our legitimate interests to be able to communicate with our customers and with those who have requested to hear from us with information about us, our services and plans for the future.

## HOW IS PROCESSING YOUR PERSONAL DATA LAWFUL?



We are allowed to process your personal data on the basis that it is in our legitimate interests to:

- monitor how our website is used in order to improve it. We use aggregated data to do this so it does not impact on your privacy;
- respond to enquiries, complaints and requests in order to serve our customers. We will only use your personal data for this purpose. If you are an existing customer, we may add information about the enquiry, complaint or request to other records we hold about you so we can provide a better customer service; and
- send you material you have requested, using the data you have provided.

Please be aware that you have the right to object to the processing of your data of any of the legitimate interests identified.



## WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA?

Like any business, we use service providers to operate our website. Some of these service providers will process your data as part of the services they offer to us. We take steps to ensure that our service providers treat your data in accordance with the law, only use it in accordance with our contract with them and keep it secure.

### How we keep your data secure

We strive to implement appropriate technical and organisational measures in order to protect your personal data against accidental or unlawful destruction, accidental loss or alteration, unauthorised disclosure or access and any other unlawful forms of processing. We aim to ensure that the level of security and the measures adopted to protect your personal data are appropriate for the risks presented

by the nature and use of your personal data. We follow recognised industry practices for protecting our IT environment and physical facilities.



## WHEN WILL WE DELETE YOUR DATA?

The table below provides details about how long we will process your data.

Data we process	How long this will be held for
Cookies / Analytics data	Please refer to the cookie policy available on this website.
Information from enquiry forms	Until the enquiry has been completed and no further responses are received for a reasonable period.
Complaints data	For a period of up to 7 years after resolution of the complaint.
Subscription / marketing requests	Until you tell us that you no longer wish to receive the subscription or marketing material.
AML	As required by anti-money laundering legislation.

## YOUR RIGHTS



As a data subject, you have the following legal rights:

- the right of access to personal data relating to you
- the right to correct any mistakes in your information
- the right to ask us to stop contacting you with direct marketing
- the right to prevent your personal data being processed in some circumstances
- the right to object to processing of your data where processed on the grounds of legitimate interests
- the right to erasure in some circumstances

If you would like to exercise your rights, please contact us at the details set out above.

We will respond to any rights that you exercise within a month of receiving your request, unless the request is particularly complex, in which case we will respond within three months.

Please note that exceptions apply to some of these rights which we will apply in accordance with the law.

### ➤ **Complaints to the regulator**

If you do not think that we have processed your data in accordance with this Privacy Notice, you should let us know as soon as possible. You also have the right to complain to the Information Commissioner's Office. Information about how to do this is available on his website at [www.ico.org.uk](http://www.ico.org.uk).