

PRIVACY NOTICE

DATA CONTROLLER	SZ Residences Limited
REGISTERED ADDRESS	110 Brooker Road Waltham Abbey England, EN9 1JH
COMPANY NO.	17254427
CONTACT	info@szresidences.com
LAST UPDATED	16 June 2026

This Privacy Notice explains how SZ Residences Limited ("SZ Residences", "we", "us") collects, uses, stores, and protects personal data in the course of providing private residence management services. It applies to clients, household staff, vendors, contractors, and any other individuals whose personal data we process.

We are committed to handling personal data responsibly and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

WHO WE ARE

SZ Residences Limited is a London-based private residence management company registered in England and Wales. SZ Residences Limited is the data controller for the purposes of UK GDPR. Stephanie Ziegelaar is the director responsible for overseeing data protection matters within the business.

If you have any questions about this notice or how we handle your personal data, please contact us at info@szresidences.com.

WHAT PERSONAL DATA WE COLLECT

The personal data we collect depends on your relationship with us. We collect personal data relating to clients and their households, associated persons, properties, assets, and the delivery of our services. This includes contact and identity information, property and scheduling details, financial and contractual records, and correspondence. We collect only what is strictly necessary for the purposes described in this notice.

HOW WE COLLECT PERSONAL DATA

We collect personal data directly from you or your authorised representatives, from third parties acting on your behalf, and in the course of delivering services.

Our website at www.szresidences.com does not collect personal data beyond information voluntarily provided through direct contact. It does not use analytics cookies or tracking technologies.

WHY WE USE PERSONAL DATA

We use personal data solely for the purpose of delivering private residence management services, fulfilling our contractual and legal obligations, and maintaining records necessary for the proper operation of the business.

Where personal data is necessary for the delivery of our services, we will make this clear at the time of collection. Failure to provide such information may limit our ability to fulfil our obligations.

We do not use automated decision-making or profiling in relation to our services.

LEGAL BASIS FOR PROCESSING

We process personal data on the following legal bases under UK GDPR:

- Contract performance - where processing is necessary to provide residence management services under our engagement arrangements.
- Legal obligation - where processing is required to comply with applicable legal, regulatory, tax, accounting, or insurance obligations.
- Legitimate interests - where processing is necessary for the legitimate operational interests of the business, including coordinating services, managing suppliers and contractors, maintaining business and administrative records, and ensuring the effective operation of our services, provided those interests are not overridden by the rights and freedoms of the individual.

HOW LONG WE KEEP PERSONAL DATA

We retain personal data only for as long as is necessary for the purposes for which it was collected, in accordance with applicable legal and regulatory requirements. Where data is no longer required, it is securely deleted or destroyed.

WHO WE SHARE PERSONAL DATA WITH

We do not sell, rent, or share personal data with third parties for commercial purposes. Personal data is shared only where strictly necessary to deliver our services, to comply with legal obligations, or with professional advisors acting on our behalf. All third parties with whom data is shared are subject to appropriate confidentiality obligations.

INTERNATIONAL TRANSFERS

Given the international nature of some client arrangements, personal data may occasionally be transferred outside the United Kingdom. Where this occurs, we will

ensure that appropriate safeguards are in place in accordance with UK GDPR to protect personal data.

HOW WE KEEP PERSONAL DATA SECURE

We take the security of personal data seriously. Personal data is stored securely and access is strictly limited. Appropriate technical and organisational measures are in place to protect personal data against unauthorised access, disclosure, alteration, or loss.

In the event of a personal data breach that is likely to result in a risk to the rights and freedoms of individuals, we will notify the ICO within 72 hours and inform affected individuals where required.

YOUR RIGHTS

Under UK GDPR, you have certain rights in relation to your personal data. These include the right to request access to your data, correction of inaccurate information, erasure of your data, restriction of how it is processed, and to object to its processing in certain circumstances. Where applicable, you may also request that your data is transferred to another organisation.

Where we rely on consent to process your data, you may withdraw that consent at any time.

If you wish to exercise any of these rights, please contact us at info@szresidences.com. We will respond within one month, and there is no charge in most cases.

COMPLAINTS

If you have any concerns about how we handle your personal data, we encourage you to contact us in the first instance at info@szresidences.com so we can address them directly.

You also have the right to lodge a complaint with the UK Information Commissioner's Office (ICO), the supervisory authority for data protection in the United Kingdom. Further information is available from the Information Commissioner's Office at www.ico.org.uk.

CHANGES TO THIS NOTICE

We review this Privacy Notice periodically and may update it from time to time to reflect changes in our practices or legal requirements. The most current version will always be available on our website at www.szresidences.com.