

Netherne Management Limited



Netherne Management Ltd is committed to safeguarding your privacy and is committed to protecting it. This policy sets out how we will treat your personal information in relation to our website and other platforms where we store your information.

As of the 25th May 2018 the European General Data Protection Regulations (GDPR) changed the way we use your personal data.

Netherne Management Limited takes privacy very seriously. This notice explains how we use the personal data we collect from you, or that you provide to us, and how it will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

How we use your personal data

We will only use your personal information for the following purposes:

- To deal with any enquires we receive from you
- To share updates on items relevant to you as a resident of Netherne on the Hill
- To circulate information relevant to you as a resident of Netherne on the Hill
- To comply with applicable laws, regulations and rules

In connection with these purposes, we may share your personal data with third parties that perform services on our behalf, such as subcontractors and, if necessary, for service charge debt recovery purposes.

We may also disclose your personal data to third parties in other circumstances, in particular if we are under duty to disclose or share your personal data to comply with any legal obligation, or to enforce or apply the covenants contained in the documentation for your property, to protect the rights, property, or safety of Netherne Management Ltd, our staff, our members, or others in response to a request from a governmental authority (including a regulator)

**A Company Limited by Guarantee Registered in England & Wales: Company Number 4026814
Registered Office: Netherne Management Limited
One Jubilee Street, Brighton, BN1 1GE
Directors: SP Buczek, RH Shah, L Sheldon, L Ronan, G Smith, A Rodell**

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We also would like to inform you of the data we hold for you:

1. Name
2. Address
3. Telephone/Fax Number (where previously provided)
4. Email address (where previously provided)
5. Recorded images taken by the various CCTV systems in place at Netherne on the Hill

Our legal basis for these uses of your personal information may include that it is necessary for our legitimate interests in operating Netherne Management Ltd and it is necessary for the performance of contracts to which you are a party with us.

Your rights in relation to your personal information

You have various rights under data protection law regarding the processing of your personal data, including rights to:

- request access to personal information we hold about you and details of how we process personal data
- request us to correct inaccurate personal data
- request us to delete personal data in certain circumstances
- receive your personal data in a format suitable for transmission to a third party
- object to and/or restrict the processing of your personal data on certain grounds
- produces legal effects or otherwise significantly affects you

How to make a complaint

To exercise all relevant rights, queries or complaints contact the UK Information Commissioner's Office
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, England.

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You can make a request to us in relation to these rights at any time by contacting us via our Managing Agent – SHW (mgallagher@shw.co.uk). Any information to which you are entitled will be provided within a reasonable timeframe, subject to the exemptions stipulated in applicable data protection laws.

How long do we retain your personal information

We will not keep your personal data longer than is necessary and once you cease to be a member Netherne Management Ltd, it will be deleted from our system.

How to contact us

If you have any queries about how we use your personal information, you can contact us at any time by email through our Managing Agents, SHW (mgallagher@shw.co.uk) or by post to our Registered office at One Jubilee Street, Brighton, BN1 1GE