

# 1-4 Portland Square Management Co Ltd

## Privacy Policy

In accordance with the General Data Protection Regulation (GDPR), **1-4 Portland Square Management Co Ltd** ("**PSM**") has adopted this Privacy Policy to advise of the types of personal data ("**Data**") we process, the reasons for processing the Data, the lawful basis that permits us to process it, how long we keep the Data for and the rights of the 40 long leaseholders at 1-4 Portland Square, Bristol BS2 ("**Owners**") and any other individuals to whom the Data relates.

### Background

PSM is a company formed for the sole purpose of managing a block called Old Shoe Factory at 1-4 Portland Square, Bristol BS2 ("**OSF**"). OSF contains 40 long leasehold flats and duplexes ("**Flats**"). The shareholders in PSM are the Owners.

PSM is obliged by those long leases ("**Leases**") to manage OSF for the Owners. In the course of managing OSF, PSM collects, uses and is responsible for the Data, including personal data relating to Owners and any of their sub tenants ("**Owner Data**").

### PSM's use of Agents

PSM appoints a managing agent ("**Managing Agent**") to manage OSF on behalf of PSM and the Owners. In its work on behalf of PSM the Managing Agent operates at all times pursuant to a contract with PSM ("**Management Contract**"). All Owner Data the Managing Agent processes in order to perform its obligations to PSM under the Management Contract is processed by the Managing Agent as a "data processor" as that term is defined by the GDPR.

PSM also pays an agent to provide it with company secretarial services ("**CoSec Provider**"). That CoSec Provider holds and processes Owner Data on PSM's behalf so that the CoSec Provider can provide PSM with company secretarial services such as maintaining a Shareholder Register.

Accordingly this Privacy Policy governs all processing of Data carried out by PSM as data controller and all processing of Owner Data carried out by "data processors" on PSM's behalf including any Managing Agent or CoSec Provider. From now on the terms "we", "our" and "us" mean PSM and any such "data processors."

## **Types of Data Held**

We obtain and hold Data in order to carry out PSM's contractual obligation to manage OSF. The Data is stored both electronically and manually in locked premises.

The Data we hold is specifically:

- ▶ Full names
- ▶ Addresses
- ▶ Email addresses
- ▶ Contact phone numbers
- ▶ Data generated in the course of obtaining payment of OSF Service and Maintenance Charges
- ▶ Data generated in the course of managing and maintaining OSF and keeping records of Flat ownership transfers and subletting.

## **Legal Basis for Processing**

Data protection law allows us to process Data only in certain permitted circumstances.

We process Data in the following circumstances:

- where this is necessary for the performance of a contract to which Owners are a party, namely the Leases;
- where it is necessary for PSM's compliance with its own legal obligations under the Leases to manage OSF;
- with the consent of Owners; and
- where this is necessary for the purposes of the legitimate interests pursued by PSM, the Managing Agent and the CoSec Provider in the context of the Management Contract.

## **Who is Data Shared With?**

### **Data can be shared with third parties for the following reasons:**

- ▶ Contractors/suppliers: in connection with repairing and maintaining OSF under contracts.
- ▶ Solicitors and Legal Bodies: in connection with transfers of ownership and subletting of Flats.
- ▶ Independent bodies such as specialist service providers, e.g. surveyors, structural engineers, valuers: in connection with maintaining and repairing OSF pursuant to the Leases
- ▶ Insurers and Brokers: in connection with the processing of an insurance claim relating to OSF.
- ▶ Solicitors: in connection with debt recovery relating to the management and maintenance of OSF.

## **Protecting your Data**

We are aware of the requirement to ensure your Data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes as far as reasonably able.

## **Retention Period**

We only keep your Data for as long as needed and required in line with legislation.

## **Your Rights**

You have rights with regards your Data and choices about how we collect and use it. Please be aware that the Data of yours that we hold is to ensure we can provide you with the service required and as per contract. You can contact us at the offices of the Managing Agent, which are currently at HML, 94 Park Lane, Croydon, Surrey CR0 1JB

- ▶ To request access to your Data.
- ▶ To ask that we amend or correct your Data.
- ▶ Ask that we erase or restrict the use of your Data.
- ▶ Request that we provide your Data to you in a commonly used electronic format and to have that Data transmitted directly to another organisation.

## **Consent**

Where the only permitted basis on which we are processing your Data is that you have provided consent for us to do this, you have the right to withdraw consent at any time. However upon such a request we would make you aware of the contractual needs.

## **Further Information**

If you are concerned that we are not using your Data correctly please contact our appointed representative in the first instance to discuss.

Our appointed representative is currently Stephen Groom, a director of PSM, who may be contacted by writing to the address of the Managing Agent.

**August 2020**