

## **Privacy Notice**

This privacy notice explains how we, Brentry Park Development Management Company Limited (BPDMCL), use any personal information we collect about you.

### **What information do we collect about you?**

We collect information about you that relates to the property that you own/occupy and that you provide to us on a voluntary basis when you purchase/occupy a home on that falls within the scope of BPDMCL.

This information includes;

- The address of the property that falls within our scope.
- Any other contact details you have provided to us including; email addresses, correspondence address etc.
- Records of payments made / outstanding to BPDMCL.
- Any correspondence in respect of applications to carry out works/changes that require consideration or approval by us.
- Any correspondence in respect of the covenants on your property that falls within our scope.

### **How will use the information?**

We collect information to facilitate the smooth management of the land within our scope.

### **Information sharing**

We will not share your information with third parties unless;

- We need to instruct debt collectors in respect of fees owed to us.
- We are approving the transfer of your property to another party – at your request.
- We have your authority to provide information to nominees/agents acting on your behalf.

### **How long do we keep hold of your information?**

We will hold information for a period of one year after you have ceased to own/occupy the property to which it relates.