

ADMIRALS WALK 2000 Limited

Privacy Notice

Admirals Walk 2000 Ltd is committed to protecting the privacy of individuals and Members in accordance with the General Data Protection Regulation (GDPR). This Privacy Notice sets out how Admirals Walk 2000 Ltd ('we', 'us') use and protect any personal data that individuals and Members ('you') provide, or that we collect from you during our everyday activities.

As a matter of good practice, it is expected that our Managing Agents working with us and who have access to personal information, will be expected to comply with this policy. It is expected that any staff who deal with external organisations will take responsibility for ensuring that such organisations agree to abide by this policy.

The purpose and type of data held by Admirals Walk 2000 Ltd.

The company hold your data for the purposes of the Members Register and administering the company. The information held may include Identity (such as first name, surname, gender); and Contact (such as email address, address, billing address). We may also receive information about you from third parties, such as our managing agents, legal firms, or local government agencies.

Data Protection Principles

1. Data will always be fairly and lawfully processed.
2. Data will not be used for a purpose other than those agreed to by Members consent.
3. We will monitor that the data kept is adequate, relevant, and not excessive.
4. We make every effort to maintain the accuracy and completeness of your personal information. Completion of the appropriate form (provided by the managing agents at purchase or whenever regularly updated) will be taken as an indication that the data contained is accurate. You should notify us of any changes, so that they can be amended where relevant.
5. We will not keep any data longer than is necessary after the Member has ceased to be a Member.
6. All Members have the right to a copy of the information held by us and the removal or correction of any inaccurate data about you.
7. As owners of the Freehold and Leasehold management under the terms of the leases for Admirals Walk, we are the owners of all personal data of leaseholders as required for the smooth administration of the leases. Agents appointed by us will collect and process the required data on our behalf as their Principal.
8. Our agents will comply with both this Policy and the Regulations as amended now and at any time in the future.

How do we keep your Personal Data secure?

We adopt industry standard security software and passwords on our computers to ensure your data is kept secure and to prevent unauthorised access or use or loss of your data. We also make sure that third parties who need to handle your data when delivering services are subject to suitable confidentiality and security standards.

Despite the security measures we implement, please be aware that the transmission of data via the internet is not completely secure. As such, we cannot guarantee that information transmitted to us via the internet will be completely secure and any transmission is at your own risk.

How do we use your Personal Data?

We use the information collected from you for purposes including the following:

- To carry out the matters relating to Admirals Walk and to answer your enquiries, which may involve contacting you by post, e-mail or phone.
- For internal administration and record keeping.
- To manage any legal claims, or compliance, regulatory, or law enforcement matters.
- To keep you updated through communications and newsletters and to give you the opportunity to provide us with feedback from time to time.

How to contact us:

If you would like to discuss anything in this Privacy Notice, or if you want to exercise your rights, please contact us via our Managing Agents, Napier Management Services, by email at napier@napiermanagement.co.uk or by phone on 01425 650656.