

NEMC Data Protection Policy

Data Protection law changed on 25 May 2018 to become the General Data Protection Regulations or GDPR. This document sets out how Nether Edge Management Company Ltd (NEMC) will comply with the GDPR by setting out what personal information is collected, what it will used for, who will use it, where and how it will be stored and protected and for how long it will be stored .

The **information collected** by NEMC may include:

Name, address, date of birth, phone numbers, e-mail address of Dwellingholders and Tenants of properties on the Development including those living at the same address.

Registration numbers of cars owned by residents.

For staff employed by NEMC that which is necessary to operate human resources procedures such as payroll and contacts in case of emergency.

The **use made of the information** will be to:

- Manage NEMC business including the operation of leases and the articles of association including the issue of share certificates, collection of service charges and management of paid staff.
- Facilitate the day to day management of the development including, but not exclusively, the operation of the leisure centre, gate operation, parking, CCTV, disposal of waste, works on the site and the distribution of important information regarding such matters

Information will not be passed to third parties except where required by law or to assist emergency services or to enable contractors to NEMC to carry out necessary tasks.

How long will information be retained.

Information will not be kept for any purpose longer than is necessary and we will only retain personal information that is necessary for that purpose. We are also required to retain certain information as required by law or for as long as is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce the terms of leases.

Records required for book-keeping have to be kept for 6 historical years in addition to the current year. Staff records have to be kept for at least 3 years.

How will information be stored.

Information is held in password protected computer files and in paper files in a locked container.

Access to data held.

All persons have a right to ask for a copy of their information and to correct any inaccuracies and to change any preferences. When you give us personal information about others living at the same address we will assume that they have appointed you to act for them and have consented to the processing of their data.

Modification of preferences.

By living or owning property on the development NEMC has an obligation to contact Dwellingholders and Tenants regarding actions which are needed for the proper exercise of its role but you may request not to receive communications which only contain general information (e.g. opening times of the leisure centre, social activities ...).

The Board of NEMC is the Data Controller with data processing by the Facilities Management staff, the Book-keeper and Directors of NEMC. Requests for a copy of personal information should be made in writing to the NEMC Board.