

PRIVACY POLICY

CBGA Property Management respects your privacy and is committed to protecting your personal data.

This privacy notice explains how we look after your data and about your privacy rights under the General Data Protection Regulation (GDPR).

The Data

Personal data means any identifying information about an individual:

- **Contact Data** such as name and address, email and telephone
- **Financial Data** such as bank account details
- **Transaction Data** such as payments to and from you
- **Technical Data** such as (IP) address and other information transferred via your use of the website

Acquisition of Data

- **Direct interactions** via business transactions, contracts and employment
- **Automated technologies or interactions** such as those transferred when you visit the website (cookies)
- **Third parties or publicly available sources** such as analytics providers (e.g. Google) based outside the EU, advertising networks or industry search information providers

Use of Data

We will only use your personal data legally and fairly:

- When we have entered a contract with you or
- Where we need to comply with a legal or regulatory obligation
- if we have suggestions and recommendations which might be of legitimate business interest

Security

We undertake in relation to personal data to:

- Hold the minimum data required
- Make sure data is only used for the purpose for which it is obtained
- Store in a secure place with limited access
- Make sure that data is deleted in a timely fashion
- Only transfer data to a third party for a specific purpose and under instruction
- Ensure that all employees and members with access to data are familiar with the GDPR regulations and our internal procedures

Legal Rights

You have the right under data protection laws to request access, correction, or erasure of your personal data; object or restrict processing of your personal data; request transfer of your personal data or to withdraw consent to process.

We will make best endeavours to keep your data current – please notify us of changes.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@cbgapm.com

You can also complain to the ICO if you are unhappy with how we have used your data.

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>

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