

# Privacy Notice for Highland Court (Woodford) Ltd

## Introduction

This privacy notice explains how we collect, store and use the personal data of individuals who own flats at Highland Court, 87 Gordon Road, London E18 1RE, or are otherwise connected, with Highland Court (Woodford) Ltd.

We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

## What personal data do we collect?

Personal details that we collect about you include:

- your name;
- home address;
- phone numbers;
- e-mail address;
- number of flat;
- particulars of car eg registration number, make and colour (belonging to flat owners and tenants);
- CCTV footage (of flat owners, tenants and visitors).

Most information will be collected from you by our accountants S & W Partners Ltd, 22 Wycombe End, Beaconsfield, Bucks HP9 1NB at the time of purchase of your flat or may subsequently be given to them or directly to the Directors of Highland Court (Woodford) Ltd.

We do not use cookies or collect any other information on our web site.

## Why we collect this information and the legal basis for handling your data

We use personal data about you to manage Highland Court including to:

- contact you in case of an emergency;
- provide you with information, newsletters, notices, details of meetings etc;
- monitor the use of the car park;
- monitor the security of the site.

## Who we share your data with

In order for us to manage Highland Court we may share your data as required with the following categories of recipients:

- our insurers (if applicable);
- our accountant;

- contractors working on site (with your permission).

We will also share your data if:

- we are legally required to do so, for example, by law or by a court;
- to enforce or apply the terms and conditions of your lease;
- it is necessary to protect our or other's rights, property or safety.

We will never share your data with any other organisation to use for their own purposes

### **How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by storing on a password protected computer.

### **How long do we retain your data?**

We only retain your personal data whilst you have a connection with Highland Court. CCTV images are automatically destroyed after 30 days, unless needed for purposes of identifying those involved in criminal or undesirable activities when they will be destroyed after one year or once the issue has been concluded.

### **Automated decision-making**

We do not make any decisions based on automated decision-making.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your personal data;
- request that we delete or stop processing your personal data.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us by e-mail:

[highlandcourtdirectors@hotmail.co.uk](mailto:highlandcourtdirectors@hotmail.co.uk) or by post: Mr C Hunt, Flat 26, Highland Court, 87 Gordon Road, London E18 1RE. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)

### **Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.