

## Maisemore Gardens Ltd Privacy Notice

This is the privacy notice of Maisemore Gardens Ltd. In this document, "we", "our", or "us" "the company" refer to Maisemore Gardens Ltd.

We are company number 00714547 registered in England.

Our registered office is at MAISEMORE GARDENS LIMITED STATION HOUSE  
NORTH STREET HAVANT HAMPSHIRE PO9 1QU

### Introduction

1. This policy applies specifically to members of the company and, where applicable, their tenants.

2.

members of the company and their tenants are entitled to know that their personal data will not be used for any purpose unintended by them, and will not accidentally fall into the hands of a third party.

4. We undertake to preserve the confidentiality of all information you provide to us, and hope that you reciprocate.

5. Our policy complies with UK law accordingly implemented, including that required by the EU General Data Protection Regulation (GDPR).

6. The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now, by requesting that you read the information provided at [www.knowyourprivacyrights.org](http://www.knowyourprivacyrights.org)

7. Except as set out below, we do not share, or sell, or disclose to a third party, any information..

### 1. The basis on which we process information about you

The law requires us to determine under which of six defined bases we process different categories of your personal information, and to notify you of the basis for each category.

If a basis on which we process your personal information is no longer relevant then we shall immediately stop processing your data.

If the basis changes then if required by law we shall notify you of the change and of any new basis under which we have determined that we can continue to process your information.

## **2. What information about you do we process as a member of Maisemore Gardens or as a tenant of a member**

We only record the following Data: your name, property number and your email address.

## **3. Information we process about you as a member of Maisemore Gardens or as a tenant of a member**

When you become a member of Maisemore Gardens Ltd (or rent a property in Maisemore Gardens from a member) and use our website in order to contact you with email updates relating to Maisemore Gardens Ltd we must process the information you give us. Some of this information may be personal information.

We may use it in order to:

2.1. verify your identity for security purposes

2.2. contact you by email

We process this information on the basis that you are a member of Maisemore Gardens Ltd or as a tenant of a member

We shall continue to process this information until you cease to be a member of Maisemore Gardens Ltd or as a tenant of a member

Information we process with your consent

Except where you have consented to our use of your information for a specific purpose, we do not use your information in any way that would identify you personally. If you have given us explicit permission to do so.

We continue to process your information on this basis until you withdraw your consent or it can be reasonably assumed that your consent no longer exists.

You may withdraw your consent at any time by instructing us by email : [info@maisemoregardens.co.uk](mailto:info@maisemoregardens.co.uk). Information we process for the purposes of legitimate interests

We may process information on the basis there is a legitimate interest, either to you or to us, of doing so.

Where we process your information on this basis, we do after having given careful consideration to:

- whether the same objective could be achieved through other means
- whether processing (or not processing) might cause you harm
- whether you would expect us to process your data, and whether you would, in the round, consider it reasonable to do so

For example, we may process your data on this basis for the purposes of:

- record-keeping for the proper and necessary administration of our Maisemore Gardens Ltd.
- responding to unsolicited communication from you to which we believe you would expect a response
- protecting and asserting the legal rights of any party
- protecting your interests where we believe we have a duty to do so

### 3. Information we process because we have a legal obligation

We are subject to the law like everyone else. Sometimes, we must process your information in order to comply with a statutory obligation.

For example, we may be required to give information to legal authorities if they so request or if they have the proper authorisation such as a search warrant or court order.

This may include your personal information.

## 4. Disclosure of information

We do not disclose your personal information to third parties except in the circumstances in section 3 above.

## 5. How you can complain

5.1. If you are not happy with our privacy policy or if you have any complaint then you should tell us by email. Our address is [info@maisemoregardens.co.uk](mailto:info@maisemoregardens.co.uk)

5.2. If a dispute is not settled then we hope you will agree to attempt to resolve it by engaging in good faith with us in a process of mediation or arbitration.

5.3. If you are in any way dissatisfied about how we process your personal information, you have a right to lodge a complaint with the Information Commissioner's Office. This can be done at <https://ico.org.uk/concerns/>

## **6. Retention period for personal data**

Except as otherwise mentioned in this privacy notice, we keep your personal information only for as long as required by us:

- 6.1. until you cease to be a member of the company or as a tenant of a member;
- 6.2. to comply with other law, including for the period demanded by our tax authorities;
- 6.3. to support a claim or defence in court.

## **7. Compliance with the law**

Our privacy policy has been compiled so as to comply with the law of every country or legal jurisdiction in which we aim to do business. If you think it fails to satisfy the law of your jurisdiction, we should like to hear from you.

However, ultimately it is your choice as to whether you wish us to use your data.

## **8. Review of this privacy policy**

We may update this privacy notice from time to time as necessary. The terms that apply to you are those posted here on our website on the day you use our website. We advise you to print a copy for your records.

If you have any question regarding our privacy policy, please contact us.