



Blockcontrol Partnership Ltd

Privacy Policy

Our contact details

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|---------------|--------------------------------------|
| Name: | Blockcontrol Partnership Ltd |
| Address: | 30 Roston Road, Salford, M7 4FS |
| Phone Number: | 0161 883 7737 |
| E-mail: | office@blockcontrolpartnership.co.uk |
| Website: | www.blockcontrolpartnership.co.uk |

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers and characteristics (for example, name and contact details)
- Contact details of family members or persons assisting our client

How we get the personal information and why we have it

The personal information we process is provided to us by you directly or by you to your previous managing agent for one of the following reasons:

- We use the information that you have given us in order to contact you in the event access is required
- To contact you or send correspondence relating to your property or building

We may share this information with contractors or trades carrying out works to your property or building. Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting office@blockcontrolpartnership.co.uk or 01618837737.

(b) We have a contractual obligation.

How we store your personal information

Your information is securely stored using purposely designed software.

We keep your contact information for the period we are under contract to carry out our duties and a further 5 years after this. We will then dispose your information by deleting this information from our servers and from backup copies we may hold. Paper copies of any information will be suitably shredded or securely disposed of and appropriate facility.

BLOCKCONTROL PARTNERSHIP LTD

30 Roston Road, Salford, M7 4FS

0161 883 7737 – office@blockcontrolpartnership.co.uk

www.blockcontrolpartnership.co.uk

Registered Company Number 14117983

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at on 01618837737 or email office@blockcontrolpartnership.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at office@blockcontrolpartnership.co.uk or 01618837737. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: www.ico.org.uk