

## Privacy policy

### **Introduction**

We are committed to protecting the privacy of our website users and clients. This Privacy Policy explains how we collect, use, and protect personal information collected through our website in compliance with the General Data Protection Regulation (GDPR). If you have any questions about our Privacy Policy or how we handle your personal information, please do not hesitate to contact us.

### **Personal Data collection and use**

We collect personal data: your first name and name, phone number and email address provided in form you fill out on our website to receive more information on our service.

We use personal data to respond to enquiries, to monitor the performance of the web site.

### **Data Controller**

The data controller responsible for the processing of personal data is

Brigitte Malpel  
BM Property Management Ltd  
59 Rowallan Road  
London SW6 6AF  
United Kingdom

Registration n°7412697

Data Protection registration n° ZA614607

Issued by:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 0303 123 1113

Website: [ico.org.uk](http://ico.org.uk)

### **Third-party tracking applications we use**

We use google analytics tools.

### **Legal basis for processing personal data**

Our legal basis for processing personal data is one or more of the following:

- Consent: we obtain explicit consent for the collection and processing of personal data
- Contractual: we process personal data to fulfil a contract
- Legal obligation: we process personal data to comply with legal or regulatory obligations

## **Disclosure of Personal Data**

We may share personal data with third-party contractors to carry out mandatory certificates (EPC, EICR, Gaz certificates...). We only share personal data necessary for the require providers to comply with GDPR.

We may also disclose personal data to law enforcement agencies, regulatory bodies, or other third parties if required by law or to protect our legal rights.

## **Data retention**

We will only retain personal data for six months to fulfil the purposes for which it was collected or as required by law. We will securely delete or anonymise personal data once it is no longer needed.

## **Data subject rights**

Data subjects have the following rights regarding their data:

- Right to access and obtain a copy of personal data;
- Right to rectify inaccurate or incomplete personal data;
- Right to erasure of personal data;
- Right to restrict processing of personal data;
- Right to object to the processing of personal data;
- Right to data portability.

To exercise any of these rights, data subjects, please get in touch with us.

## **Security measures**

We take appropriate technical and organisational measures to protect personal data from unauthorised access, accidental loss, or damage. We regularly review and update our security procedures to ensure the highest level of protection.

## **Children's privacy**

Our website does not knowingly collect personally identifiable information from children under 13. If you are a parent or guardian and you know that your child has provided us with personal information, please get in touch with us immediately so we can remove that information from our servers.

## **Changes to our privacy policy**

We reserve the right to change this Privacy Policy as needed. We will notify website users of any material changes by posting the revised Privacy Policy on our website.