

ENDYMION MANAGEMENT COMPANY LIMITED

Registered Office: McAbold House, 74 Drury Lane, Houghton Regis LU5 5ED
info@pandrmagementservices.co.uk 0345 373 0502

Privacy Policy

Endymion Management Company Limited - Residents' Property Management Company.

This Privacy Policy outlines how Endymion Management Company Limited collects, uses, and safeguards personal information obtained from residents, visitors, and other individuals interacting with our services. We are committed to protecting your privacy and complying with applicable data protection laws, including the General Data Protection Regulation (GDPR).

1. Information We Collect

We may collect various types of personal information, including but not limited to:

- a) Contact information (e.g., name, address, email address, phone number)
- b) Identification information (e.g., government-issued ID)
- c) Payment information (e.g., bank account details)
- d) Residential information (e.g., property number, lease agreement)
- e) Communication preferences

2. How We Use Your Information

We use the collected information for the following purposes:

- a) Providing and managing our services
- b) Communicating with residents and visitors
- c) Processing payments and invoices
- d) Responding to inquiries and requests
- e) Ensuring safety and security within the premises
- f) Complying with legal obligations
- g) Improving our services and operations

3. Legal Basis for Processing

We process personal information based on one or more of the following legal grounds:

- a) Performance of a contract: Processing necessary to fulfil our contractual obligations with residents and visitors.
- b) Consent: Processing based on consent obtained from individuals.
- c) Legal obligations: Processing necessary to comply with legal requirements.
- d) Legitimate interests: Processing necessary for our legitimate interests, such as managing our operations and improving our services, provided that such interests are not overridden by individuals' rights and freedoms.

4. Data Sharing and Disclosure

We may share personal information with third parties, including:

- a) Service providers: We may engage third-party service providers to assist us in providing and managing our services.
- b) Legal requirements: We may disclose information when required by law or in response to lawful requests from governmental authorities.

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5. Data Security

We implement appropriate technical and organizational measures to safeguard personal information against unauthorized access, disclosure, alteration, or destruction.

6. Data Retention

We retain personal information for six years to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

7. Your Rights

Subject to applicable laws, individuals may have certain rights regarding their personal information, including the right to access, correct, delete, or restrict the processing of their information. To exercise these rights, please contact us using the information provided below.

8. Updates to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We encourage individuals to review this Privacy Policy periodically for any updates.

9. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or our data practices, please contact us at: endymionmanagement@gmail.com

Effective Date: 5 April 2024

By using our services, you consent to the collection, use, and processing of your personal information as described in this Privacy Policy.