

## Brookfield Mansions Freehold Ltd

To the Leaseholders and Residents of Brookfield nos. 25-56

### **Privacy policy**

Brookfield Mansions Freehold Ltd holds personal data of leaseholders and tenants of Brookfield nos. 25-56, including (but not limited to) names, addresses, phone numbers and email addresses. Brookfield Mansions Freehold Ltd holds this information with a legitimate interest to allow it to carry out effectively its obligations to the day to day running of the property as specified within the lease.

As the data held by Brookfield Mansions Freehold Ltd is processed for legitimate interest under the terms of General Data Protection Regulation (GDPR) compliance, advanced consent to hold such information is not required from leaseholders or tenants. From time to time or when obligated to do so, Brookfield Mansions Freehold Ltd will use the contact details held to send general site updates and formal requests including (but not limited to) payment requests. Electronic mailing to all leaseholders and/or tenants is done via the group email address of residents@bmfl.org.uk, so that the recipients cannot see the details of other recipients.

As appointed managing agents, Parkgate Aspen Ltd has authorisation from Brookfield Mansions Freehold Ltd to hold personal data of leaseholders and tenants, which is held with a legitimate interest. A copy of Parkgate Aspen's independent privacy policy can be downloaded from their website at <https://www.parkaspen.co.uk/privacy-policy#>

Where applicable some of the information held is shared with board directors of Brookfield Mansions Freehold Ltd. None of this information is shared with other leaseholders, tenants or organisations without permission being obtained in advance. All retiring board members and employed staff will delete all data held previously under legitimate interest. Brookfield Mansions Freehold Ltd will not hold data for longer than it is required. As and when leaseholders and or tenants transfer their ownership or occupancy to a new person/s, the personal information held will be updated and deleted as required to ensure the data set held is current, and applicable to site. Should vacating leaseholders or residents wish for Brookfield Mansions Freehold Ltd to hold this information for any reason, advanced permission must be provided.

Some data will continue to be held secure in an archive held by Parkgate Aspen, such as but not limited to historic service charge and other financial information. This includes any information which Brookfield Mansions Freehold Ltd could be obligated to provide or use in any future matter with legitimate interest.

Under data protection legislation anyone is entitled to have access to the information an organisation holds about them. All enquiries relating to data protection should be made to Parkgate Aspen using their contact details specified above.

23 April 2024