

With reference to: **Information Commissioners Office**  
**General Data Protection Regulations (25<sup>th</sup> May 2018)**  
**COMPANY PRIVACY POLICY (Version 1)**



Company Address: **Basement Office**      **1 West Terrace, Folkestone, CT20 1RR**  
Contact Numbers / Email:                      **01303 248080 / admin@mbcuk.com**  
Data Protection Officer / Representative:    **Martyn Battrick / Beverley Barnes**

**Introduction:**

Embassy Management (EM) is a Sole Trader enterprise which is active in Property & Tenancy Management, Sales & Letting and operates from a single office (as above).

In the course of our business and under obligations to our clients and the law of the land, we collect, use and store information about and relative to clients, to tenants and to others (e.g. Rent Guarantors); most if not all of this data is non-sensitive and it is always required to fulfil contracts that are signed or committed to by and with our Landlords, their agents, Head Lessees, Leaseholders, Tenants / Sub-Tenants and Others.

**Management, Sharing and Storage of Data:**

There is a lawful basis for the collection and storage of personal data and for the holding of such data for up to a year beyond the end date of our direct relationship, but it is our policy / intention to delete / destroy personal data / information at the end of that period unless there are ongoing (legal) reasons (or specific consent) to hold such information for a longer period. We, by necessity and to meet our obligations, may share and / or store basic data with (inter alia) Landlords, Other Property Managers, Cloud Software, Tracing Agencies (if properly validated), Government Agencies, Referencing Companies, Deposit Protection Service, Works Contractors, Other tenancy linked or building related Tenants and Clients (for matters which are of joint interest / importance only).

For the purposes of future interaction we may continue to store names and email and / or telephone numbers for a longer period but these will always be in secure locations (e.g. password protected computer and phone files ... and occasionally in manual record files which are kept only in our locked office).

**Right to Request Deletion:**

Except where an ongoing relationship / contract demands otherwise, you may request the deletion of any records we hold about you or your linked family or friends and we will be obliged to do this and confirm such within 30 days of a formal request being received.