

GDPR Privacy Notice Stanton Group of Companies

Who are we?

We are Stanton Group of Companies, Asha House, 63 Woodgate Loughborough LE11 2TZ

What do we do?

We are tasked by means of Covenant to carry out Block Management and Maintenance of Public Open Space, Play Areas and Attenuation Ponds on various developments within the United Kingdom.

What is our role under the General Data Protection Regulation (GDPR)?

We consider ourselves to be the Data Processor acting on behalf of various management companies and Data Controller where we have registered title to the property. Both the Data Controller and the Data Processor are subject to the Office of Information Commissioner, the Supervisory Authority.

Information Commissioner's Office

tel: 0303 123 1113

Wycliffe House

casework@ico.org.uk

**Water Lane
Wilmslow,**

<https://ico.org.uk>

Cheshire SK9 5AF

Where did we get your data?

Originally your data was received from your Homes Developers on purchase or from your solicitors on subsequent resales. Subsequently any data received by us was through the Data Controller or directly from you or another Data Processor for the purposes described below.

What is the purpose of processing your data?

Your property is subject to a Lease or Freehold Arrangement to which you, the Data Subject, and Stanton Group are party. We have been appointed to administer the covenants of any Lease or Freehold arrangement as laid out in your initial purchase contract. This involves maintaining accounts administration, paying monies, lettings and common area matters.

What is the lawful basis for this processing?

1. Processing is necessary for the performance of a contract to which the Data Subject is party, and
2. In this instance Stanton Group of Companies are required under the Companies Act 2006 to maintain adequate accounting records and a list of members past and present.

Failure to comply would be a breach of covenant under the terms of the Lease or contract which may result in legal action.

The data we hold from you is limited to your name and contact details, your bank account details and the terms of the Lease or Freehold and in addition invoices to evidence ground rent and service charge payments and the information necessary to produce accounts for filing annually with Companies House and HM Inland Revenue all which information is only shared with the auditors of The Stanton Group of Companies.

As this data is required for Lawful Processing of the Lease and Memorandum and Articles of Association, consent to us holding this data is not required under GDPR (General Data Protection Regulations 2018).

Where is this data stored?

This data is securely stored at Asha House 63 Woodgate Loughborough. Access is only granted to administrators associated with our office and the auditors of The Stanton Group of Companies. The data is not disclosed to any third parties (unless required by law). In some instances where requested by you in writing financial information is supplied to your nominated advisor(s)

How long will the data be stored?

Your data will be maintained by us for as long as our appointment exists or for as long as required by Statute or for as long as Lawfulness of Processing can be established without consent.

What if you sell the property?

The Stanton Group of Companies has an obligation to maintain adequate accounting records, and a list of past and present tenants/freeholders. However, if you sell the property only your name, address, and transaction details are necessary to satisfy this requirement. All other contact details are erased.

What are your rights?

- You have a right to be informed.
- You may request a copy of your data stored.
- You may request correction to any erroneous data.
- You may request deletion of data, if not in violation of statutory or contractual requirements.
- You may request a restriction on processing.
- You may lodge a complaint to the controller or object to processing
- You may lodge a complaint to the Supervisory Authority.
- You may withdraw consent if processing originally required consent.

What happens in the event of a Data Breach?

In the case of a data breach, the Data Controller shall without undue delay and where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the Supervisory Authority and Data Subject if the data breach is likely to result in a risk to the rights and freedoms of the natural persons.

Thank you

The Stanton Group of Companies