

## Website and Candidate Privacy Notice



Partnering in Property Management Limited (PPM Limited) is committed to complying with its legal obligations under the General Data Protection Regulation (“GDPR”) and to the protection of the rights and freedoms of individuals whose personal data PPM Limited obtains or generates as part of its business operations.

This policy describes how and why we collect, store and use personal data when you visit our website and also provides information about individuals’ rights. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

In this policy “we”, “us” and “our” means the PPM Limited responsibility for any personal information collected about you.

### What personal data do we collect and process?

In order for us to operate our business we need to collect personal data from those who access our website.

We are the Data Controller and we are committed to ensuring that the personal data we collect and use is appropriate for this purpose and does not constitute an invasion of an individual’s privacy.

### Visitors to [www.ppm-limited.co.uk](http://www.ppm-limited.co.uk)

If you visit our website we collect information that your browser sends to us that is called Log Data. This Log Data may include your computer’s Internet Protocol (IP) address, browser version, pages of our Service that you visit, the time and date of your visit, the time spent on those pages, and other statistics.

### Cookies

Cookies are files with small amount of data that is commonly used an anonymous unique identifier. These are sent to your browser from the website that you visit and are stored on your computer’s hard drive.

Our website uses these “cookies” to collection information and to improve our Service. You have the option to either accept or refuse these cookies, and know when a cookie is being sent to your computer. If you choose to refuse our cookies, you may not be able to use some portions of our Service.

### Cookies Used on PPM Limited

Cookie Name	1 <sup>st</sup> Party or 3 <sup>rd</sup> Party	Amount of cookies set	Purpose
Google analytics	3 <sup>rd</sup>	2	Tracking users behaviour on the site
Session	1 <sup>st</sup>	1	Session cookie set by Joomla CMS (Content Management System)

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.docs.google.com	3 <sup>rd</sup>	2	Session cookie set by Google Docs
<a href="http://www.ppm-limited.co.uk">www.ppm-limited.co.uk</a>	1 <sup>st</sup>	3	Session cookie set by Joomla CMS (Content Management System)
_ga	3 <sup>rd</sup>	1	Distinguish users and sessions
_gid	3 <sup>rd</sup>	1	Distinguish users and sessions

### Service Providers

We may employ third-party companies and individuals due to the following reasons:

- To facilitate our Service;
- To provide the Service on our behalf;
- To perform Service-related services.

We want to inform our Service users that these third parties have access to your Personal Information. The reason is to perform the tasks assigned to them on our behalf. However, they are obligated not to disclose or use the information for any other purpose.

### Security

We value your trust in providing us your Personal Information, thus we are striving to use commercially acceptable means of protecting it. But remember that no method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security.

### Links to Other Sites

Our Service may contain links to other sites. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. Therefore, we strongly advise you to review the Privacy Policy of these websites. We have no control over, and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

### Job applicants

If you register interest in applying for a vacancy with PPM Limited or submit an application for a vacancy we will collect your name and contact details including your address, email address and telephone number. More detailed personal data may also be collected where you are the subject of a vetting process which may include details of your employment and education history, references, professional memberships and qualifications, criminal records check results, DVLA details and proof

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of identity documents. We are required to process personal data about criminal records to safeguard against and the prevention of threats to public security.

Information we collect will be used by us to process and progress your application and to complete our recruitment processes should you go on to be employed or engaged by us.

### Your rights as a data subject

As a data subject you have certain rights which you may exercise if we are in possession of, or are processing, your personal data. Specifically:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – you have a right, in certain circumstances, to ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply you have a right to restrict the processing of your personal data.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.

To exercise these rights please contact us using the contact details set out in the Contact Information section below. In the event that PPM Limited refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in the Complaints section below.

### Right to withdraw consent

If you have provided us with consent to us processing your personal information you have the right to withdraw your consent for processing for that purpose at any time.

### On what basis do we process personal data?

We will only process personal data where we have a lawful basis on which to do so. The lawful basis on which data is processed will depend on the nature of the information collected and the purposes for which it is used by us but will be one or more of following:

- **Consent:** you have provided your consent for us to process their personal data for a specific purpose.
- **Contract:** the processing is necessary for a contract you have with us or because you have asked us to take specific steps before entering into a contract.
- **Legal obligation:** the processing is necessary for us to comply with our legal obligations, in the safeguarding against and the prevention of threats to public security, as specified in the Law Enforcement Directive.

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- **Legitimate interests:** the processing is necessary for our legitimate interests or the legitimate interests of a third party.

### For how long do we hold personal data?

PPM Limited will only retain personal information for the period necessary to fulfil the purposes for which it is collected and processed, or for such shorter or longer period as may be prescribed by applicable law or PPM Limited's internal policies and procedures. Further information on our retention policy can be requested by contacting us via the information provided in the Contact Information section below.

### Transferring and storing your data

By submitting your personal data to us, you agree to us storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

### Disclosure of your information

We may also disclose your personal information to third parties in certain circumstances including:

- We may provide personal data to clients, third party suppliers, service providers, professional advisors and other business partners to enable us to provide or receive products or services.
- In connection with the administration and operation of our business we may provide personal data to third parties who provide support services including IT, finance and accounting, business development and consultancy services.
- In the event that we sell or buy any business or assets, we may disclose your personal data to the prospective seller or buyer of such business or assets.
- We may disclose or share your personal data if we are under a duty to do so in order to comply with any legal obligation or where necessary to enforce any legal right or contractual agreement, or to protect the rights, property, or safety of Partnering in Property Management, our employees, customers, or others. This includes exchanging information with other companies, organisations and bodies for the purposes of fraud protection and credit risk reduction.

### Changes to our Privacy Notice

This Privacy Notice was last updated in May 2018. Any changes we may make to our Privacy Notice in the future will be posted on this page and we suggest that you check back frequently to see any updates or changes.

### Contact information

Our Data Protection Officer, Beth Nicholls, is responsible for the management of personal data within PPM Limited and for ensuring that compliance with data protection legislation and good practice can be demonstrated. Questions, comments and requests regarding this Privacy Notice or our collection or use of personal data should be addressed to:

### The Data Protection Officer

PPM Limited

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Atlantic House

Fletcher Way

Carlisle

Cumbria

CA3 0LJ

Email: [communications@ppm-limited.co.uk](mailto:communications@ppm-limited.co.uk)

### **Complaints**

If you wish to make a complaint about how your personal data is being processed by us (or the third parties referred to in this Privacy Notice), or how your complaint has been handled, you have a right to lodge a complaint with our Data Protection Officer using the contact details above or by contacting:

### **The Information Commissioners Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)