

## **Tortington Manor Management Company Limited (TMMC) privacy policy**

This privacy policy sets out how TMMC uses and protects any information that you give TMMC when you use this website.

TMMC is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

TMMC may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1<sup>st</sup> May 2017.

### **What we collect**

We may collect the following information:

- Name
- Mailing address
- Email address – used as login ID to website
- User password – this is stored in encrypted format

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- We may periodically send emails containing information which we consider you may find interesting using the email address which you have provided. You may “Opt out” of receiving such Emails.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Your personal information is stored in a MySQL database that resides on a UK web server at our web host, WiserHosting.

### **How we use cookies**

A cookie is a small file which is placed on your computer's hard drive. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

The use of a cookie is required in order to manage your status after logging in to the secure resident's only section of the website.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer but doing so will prevent you from taking full advantage of the website.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you information by Email about Tortington Manor and its immediate environment which we consider you may find interesting. You may opt in or out of receiving such Emails.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please send an Email to [datacontroller@tortingtonmanor.co.uk](mailto:datacontroller@tortingtonmanor.co.uk).

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

### **Removing your personal information**

Should you wish to have all of your personal information removed from the data base then either contact the data controller via Email to [datacontroller@tortingtonmanor.co.uk](mailto:datacontroller@tortingtonmanor.co.uk) or select the **Delete account** option on the Resident's web site. Please note that you will no longer be able to gain access to the resident's section of the website.

### **Tortington Manor Data Controller**

[datacontroller@tortingtonmanor.co.uk](mailto:datacontroller@tortingtonmanor.co.uk)

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