

WEBSITE PRIVACY POLICY

Introduction

Ballymena Block Management Ltd takes privacy seriously and has provided this Privacy Statement to help you understand how Ballymena Block Management Ltd handles information that can be used to directly or indirectly identify any individual in the course of interacting with us online.

How we collect and use your information

You can visit our website without disclosing any personally identifiable information about yourself (although please note that we may use cookies and collect other non-personally identifiable information about your browsing activity).

If you choose to provide us with personal information via the website it will be used in support of the intended purposes stated at the time at which it was collected, and subject to any preferences indicated by you.

If you have consented to receive details of services, events, training or on-line discussion forums you can contact us at any time to have your details removed from lists used by us for any or all of those purposes, to update your information or to otherwise tell us how you would like to receive information about our and/or third party products and services. You are able to set your preferences.

If you are a customer any information collected from you in any way will be used according to our Information Policy which is provided to all customers.

Ballymena Block Management Ltd will not sell or pass your personal information to third parties unless you have given us permission, or unless it is strictly necessary to deliver the products and services ordered or used by you.

For example, we may disclose your data to a credit card company to validate your credit card details and obtain payment when you buy a product or service.

Ballymena Block Management Ltd may also be obliged to disclose your personal information to meet any legal or regulatory requirements (for example to comply with a court order) or obligations in accordance with applicable law.

Any social media posts or comments you send to us will be shared under the terms of the relevant social media platform (e.g. Facebook/Twitter) on which they are written and could be made public.

We do not control these platforms and we are not responsible for this kind of sharing. We recommend you should review the terms and conditions and privacy policies of the social media platforms you use. That way, you will understand how they will use your information, what information relating to you they will place in the public domain, and how you can stop them from doing so if you are unhappy about it.

How long do we keep your information for?

To make sure we meet our legal data protection and privacy obligations, we will only store your information for as long as we actually need it, for the purposes we acquired it for in the first place.

We shall keep data on our sales prospect database for not longer than 10 years from receipt subject to an individual's right to unsubscribe or be forgotten at any time.

We use recognised third parties to take payment, manage our company accounts, and provide banking services. We will store transaction, payment, and order data for up to 7 years or for as long as required by regulatory financial authorities and company regulations. These third parties may operate outside the EU.

How we store and process your data

We are a data controller in relation to the information that you provide us with. As a result, we are legally responsible for how that information is managed and processed.

We will always endeavour to comply with GDPR in the way we use and share your personal data. Among other things, this means that we will only use your personal data:

- fairly and lawfully,**
- as set out in the legislation and this policy,**
- to the extent necessary for these purposes.**

We will process your personal data ourselves as the data controller. We will take reasonable precautions to safeguard the personal information that you supply.

Legitimate Interests

Under the Data Protection Act, we are also permitted to share some information with third parties who use such data for non-marketing purposes (including credit and risk assessment and management, identification and fraud prevention, debt collection and returning assets to you). This would include the data you provide to us today, at any time in the past and in the future.

Security

We will report any breaches or potential breaches to the appropriate authorities within 24 hours, and to anyone affected by a breach within 72 hours. If you have any queries or concerns about the data usage please contact us.

Your rights

You can request information from Ballymena Block Management Ltd about the personal data Ballymena Block Management Ltd collects and processes about you, and if you wish correct it, or request deletion. Please note, however, that Ballymena Block Management Ltd can only delete your data if there is no statutory obligation or prevailing right of Ballymena Block Management Ltd to retain it. Please note that you may not then be able to continue using a Ballymena Block Management Ltd service that requires use of your personal data.

If you believe Ballymena Block Management Ltd is not collecting or processing your personal data in accordance with this privacy statement, then please contact us, and you also have the right to lodge a complaint to the relevant data protection authority.

Who we are and how to contact us

Ballymena Block Management Ltd is a company registered in Northern Ireland NI641261 and is also registered with the Information Commissioner's Office as a data controller.

**Ballymena Block Management Ltd
113 Church Street
Ballymena
BT43 6DG**

Email: info@bbmpro.uk

Phone: 028 2545 2545