

**General Data Protection Regulations**

**Privacy Information**

1. The Lawful basis on which Personal data is to be obtained by AMB Developments Ltd (the Company) will be on the basis of a legitimate interest.
2. The Company is an employer.
3. The Company acquires interests in land and property.
4. The Company purchases material and equipment.
5. The Company procures the development of land and property.
6. The Company markets and sells homes.
7. The Company owns and rents property.
8. The personal data collected by the Company will be obtained for the furtherance and proper performance of the Company's business and for no other purpose.
9. All personal data will be processed fairly, ethically and lawfully in accordance with the General Data Protection Regulations.
10. Personal data from Sub-Contractors will be used to process payments, complete monthly Construction Industry Scheme Returns and VAT Returns.
11. Personal data from prospective tenants will be used to verify tenant suitability, obtain references and credit checks.
12. Personal data from tenants will be used to compile Assured Shorthold Tenancy Agreements, Section 21 Notices, protect tenant deposits within a Tenancy Deposit Protection Scheme and guarantee monthly rental payments.
13. Personal data from Customers obtained via telephone calls, website, emails will be stored on a database and used to mail current property information, for correspondence, to assess buyer suitability, to compile sales particulars and for financial transactions.
14. Personal data will only be shared by the Company with third parties where it is necessary to do so in the course of the Company's business or the Company is required by law to do so. The Company will not sell Personal data to third parties.
15. The Company's computer system is protected by both anti-virus and firewall products.
16. Access to the Company's computer system is restricted to users employed by the Company and each user has a distinct password.
17. Mobile devices are kept securely.
18. Paper records which contain personal information are kept securely.
19. Subject access requests should be made in writing to the Company Secretary at AMB Developments Ltd Keyworth House Keyworth Wareham BH20 7BH or by an email with GDPR data request in the subject box to: [office@amb-developments.com](mailto:office@amb-developments.com).
20. Personal data obtained by the Company is kept under review and destroyed when it is no longer required or when the Company receives a formal request to destroy it either in writing or via email to the addresses in (19.)