

PORTMAN PRIVACY POLICY

Our promise: We are all for our clients, we value the trust that you place in us with any of your personal details.

Privacy policy explained

This Privacy Notice tells you all about how we collect and process your Personal Information, and why we can do so.

What is personal information?

Personal Information (also known as personal data) is any information that identifies someone and any information that relates to that identified person.

For example, if you were a tenant/customer your name and email address would be information that identifies you.

Who controls your personal information?

The controller of your personal information is Portman PM Limited (with registered address at 15 Dover Road, Northfleet DA11 9PH) unless we tell you otherwise.

Contact us on the home screen of our website if you have any questions or concerns about how we handle your personal data/personal information or if you just wish to make a complaint.

What Personal data do we collect and how do we use it?

We only collect personal data such as emails, phone numbers and names for correspondence with clients only and never passed to any third party.

Your name, email and phone number are necessary for performance of the contract between you and us, as well as our legal obligations.

Where do we collect your personal data from?

We collect your personal information from you, for example when you need to report a problem or enquire about something on our website. We do not buy or sell your information.

How you can request amendments to any personal data that is collected?

Visit our enquiries section at the bottom of our home page to make an enquiry on this topic or any other concerns you may have.

How long do we keep your personal information?

We can keep your information up to seven years after you have discontinued being our client as we may need it for our records.

Afterwards, your data will securely be deleted.

How do we protect your information and secure it?

- Our office is alarm protected with limited access by staff
- We have high definition cameras capturing the inside and outside of the building,

- All information is encrypted and unable to be opened by any person unless that person is a member of staff.
- any details we have are put in files then locked in secure cabinets with different keys to each.