

Frenches Farm Management Company Limited

Data protection privacy notice

- “The Company” means Frenches Farm Management Company Limited.
- “Shareholder” means any shareholder in the Company.
- The Company keeps only the names, addresses, telephone numbers and email addresses of shareholders in the Company.
- The Company obtains this information via its solicitors from solicitors acting for shareholders, the shareholder themselves or if a landlord via their agents.
- This information is kept for the purpose of communicating with shareholders on matters relating to the Company and to comply with the covenants covering the estate as well as the Company’s legal and regulatory requirements.
- The Company keeps only the names, addresses, telephone numbers and email addresses of individuals, contractors, businesses or agents employed on behalf of the company. This information is kept only to enable the Company to comply with its legal and regulatory requirements and the covenants affecting the estate.
- The Company does not keep sensitive data (eg dates of birth, health details, religion, etc).
- All data is kept securely.
- A shareholder’s details will not be shared with any third party save for the Company solicitors, Company accountants, Companies House, government agencies, the courts and agents for the company.
- A shareholder’s details will not be released to any other third party without the express consent of that shareholder.
- Following the sale of a property on the estate any records held for a shareholder by the company for that property (including records of alterations to the property) will be held by the Company solicitors for a length of time in accordance with the solicitor’s own retention policies and at the discretion of the Company.
- Information regarding shareholders held by the Company’s accountants and solicitors will be held by those organisations for the length of time specified in their own policies.
- If you have any corrections to be made to your data, any queries or complaints regarding your personal data or the way it has been handled, or would like a copy of your personal data held by the Company, please email the Company in the first instance via the Company website ffmc.org.uk and your email will be placed before the directors.

Please ensure that if your details change you inform the Company promptly by email via the Company’s website at ffmc.org.uk to avoid communications being sent to the incorrect address.

16 July 2018