**Who we are**

RSH and CP Company Limited is the freeholder interest of Royal Standard House and City Point, NG1 6FX. It is a private company, limited by guarantee, and is registered in England and Wales (company number 05751557). The company’s registered address is

10 Oxford Street

Nottingham

NG1 5BG

You can contact us through our managing agents, FHP Property Consultants, by telephone on 0115 950 7577 or by email at block@fhp.co.uk or by post at our registered address.

**What personal data we collect and how we use it?**

We maintain a list of the leaseholders, tenants or residents of all the apartments at Royal Standard House and City Point, their address, email and telephone numbers. This information is collected when you purchase or rent an apartment in Royal Standard House or City Point or subsequently and is provided by you or your landlord. We collect this information so that we can communicate with all leaseholders and residents regarding the site and any emergencies, maintenance or lease and service charge issues. We hold no other information about you. We retain the information you provide as long as you own or rent an apartment in Royal Standard House or City Point. In the case of directors of the company, we also hold the information required to register your directorship at Company House.

**Who we share your data with?**

We share information about the ownership of apartments and the contact details of leaseholders with our managing agents, FHP property Consultants, who manage the apartments on our behalf. We take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. Two of our directors have access to your email and telephone number so they can communicate with you. They may hold it in hard copy or as a file on a password-protected computer. We do not share data with anyone else or with any other organisation. We do not send your data anywhere for storage. We do not conduct any analysis of your personal data. We do not use your data for marketing purposes. We may, however, disclose your personal information to the extent that we are required to do so by law.

**Website and cookies**

The computers which host our website maintain site logs which collect the internet protocol (IP) address used to connect your computer to the internet. We may use software with this information to determine website usage; we do not use it to identify or obtain information about specific users. We do not collect any personally identifiable information through the website or provide any IP information to others. We do not have a log-in or other facility for entering information into our website; website visitors are not able to leave comments on the website for others to read. Articles on the website may include embedded content (e.g. videos, images, articles, etc) from another website or hyperlinks to other websites. Embedded content from other websites behaves in the exact same way as if the viewer has visited the other website. We have no control over, and are not responsible for, the privacy policies and practices of third-party websites. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content.

**What rights you have over your data**

You can request to receive a list of the personal data we hold about you, which you will have already provided to us. You can correct any errors at any time by contacting us. You can also request that we erase any personal data we hold about you. This does not include any data we need to keep for administrative purposes, so we can maintain a record of ownership of your apartment and make contact with you.