



Sky Property Management Ltd.

53 Bracken Road
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GDPR PRIVACY NOTICE

We consider our role under the General Data Protection Regulation (GDPR) to be that of Data Processor acting on behalf of client OMC who is the Data Controller. Both the Data Controller and the Data Processor are subject to the Office of the Data Protection Commissioner, the Supervisory Authority.

Where did we get your data?

Originally your data was received through the Data Controller from your solicitor on purchase. Subsequently any data received by us was through the Data Controller or directly from you or another Data Processor for the purposes described below.

What is the purpose of processing your data?

Your property is subject to a lease to which you, the data subject and your OMC is the data controller are bound. We have been appointed by the OMC to administer the covenants of that lease. This involves maintaining accounts, company and common area matters.

What is the lawful bases for the processing of this data?

Processing this data is necessary for the performance of a contract to which the Data Subject is party.

Processing is necessary for compliance with a legal obligation to which the Data Controller is subject. In this instance the OMC is required by the Companies Act 2014 to maintain adequate accounting records. Similarly under the MUD Act 2011 a unit owner is under an obligation to furnish certain information and failure to do so would constitute a breach of the MUD Act 2011 which could result in civil action. Such information would include:

The Unit Owner(s) name, resident address and the names of tenants living in the unit and the details of any habitual occupiers of the unit other than the tenants and finally any other contact details that the OMC may reasonably request.



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What type of data do we keep?

Name, address, email, phone number, interested parties, key holder names, tenant name, email, phone number and other general information such as unit notes, bank payment record and transaction details.

Where is this data stored?

The data is stored in a data base called Blockman which is operated on Amazon Web Services located in Ireland. Data stored and transferred is encrypted. Access is only granted to administrators associated with our office.

Who is this data shared with?

The data and pertinent parts only is only shared with similar data processors.

How long will the data be stored?

The data will be maintained by us for as long as the contract between the Data Controller and us (the Data Processor) exists or for as long as required by Statute

What if you sell the property?

There is still an obligation on the Data Controller to maintain adequate accounting records and a list of past and present members. However if you sell your property, only your name address and transaction details are necessary to satisfy this requirement.

What are your rights?

- You have the right to be informed
- You may request a copy of your data stored
- You may request a correction to same
- You may request deletion if not in violation of statutory and contractual obligations
- You may lodge a complaint to the Supervisory Authority
- You may withdraw consent if processing originally required consent.

What happens in the event of a Data Breach?

In the case of a Data Breach, the Data Controller shall without undue delay and not later than 72 hours after having become aware of the breach notify the personal data breach to the Supervisory Authority and Data Subject, if the personal data breach is likely to result in a risk to the rights and freedoms of natural persons.

Changes to this Notice

This policy may be subject to change and we will notify you of any changes.

Dated: 1st April 2019