



**Brewery Wharf (Sheffield) Management Company Limited**  
**Privacy Notice**

**Dated: May 2018**

We are responsible for the collection and proper management of any personal information you submit. We will keep your personal details secure and use the information you provide consistently with applicable privacy and data protection laws in the terms of this Privacy Policy.

**What Information we collect:**

Names, Addresses, Telephone Numbers, Emails and bank details if you provide us with goods and services.

**How do we use your information?**

The information you provide may be used in a number of ways, for example:

To enable us to provide you with requests for information, products and services you ask for, and honour any contract you have with us.

To enable us to provide payment in a timely fashion for products or services we have provided.

To manage customer service queries.

**Who will we share your information with?**

In order to provide you with the products or services that we offer we may need to share your information with: Contractors, Sub-contractors, Accountants, Financial Companies

We may also disclose your personal information to third parties in the event we sell or buy business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.

**When can we contact you in the future?**

We will never contact you with regards to marketing products or services. Our products or services are always advertised via a third party (Internet advert, newspaper). People can then register their interest in the product or service and at this time they will be asked to confirm in advance how they would like to be contacted (telephone, email, post). If you would like to change any of your preferences relating to the way in which we may use your information then you can update your preferences by sending an email to [brewerywharf@tribeka.co.uk](mailto:brewerywharf@tribeka.co.uk).

**How long will we hold your information for?**

We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

**How can you access and update your information?**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please email [brewerywharf@tribeka.co.uk](mailto:brewerywharf@tribeka.co.uk)

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

**How do we update this privacy policy?**

We keep our privacy policy under regular review and we will place any updates on our webpage. This privacy policy was last updated May 2018