



## **Privacy Policy**

### **GDPR Privacy Notice**

#### **Who are we?**

Donegan Court is managed by Ocean Property Management. Ocean Property Management's registered head office is: Mill House, 10 Mill Street, Galway, Company Number: 460816, PSRA licence number: 002969

#### **What is our role under the General Data Protection Regulation (GDPR)?**

We consider ourselves to be the Data Processor acting on behalf of Owners Management Companies who are the Data Controllers for whom we act.

We consider ourselves to be the Data Processor for the Landlords **and Tenants** for whom we act.

We consider ourselves to be Data Processors for the vendors for whom we act.

Both the Data Controllers and the Data Processors are subject to the:

Office of the Data Protection Commissioner, the Supervisory Authority,  
Canal House,  
Station Road,  
Portarlinton,  
Co Laois.  
Ireland.  
R32 AP23  
LoCall 1890 25 22 31

Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Web: <https://www.dataprotection.ie>

#### **Where we act as agents for Owners Management Companies:**

#### **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 the Owners Management Company who is the Data Controller are bound. We have been appointed by your Owners Management Company to administer the covenants of that lease. This involves maintaining accounts, company and common area matters.

**What is the lawful basis for this processing?**

Processing is necessary for the performance of a contract to which the data subject is party [ Article 6 GDPR (1)b].

Processing is necessary for compliance with a legal obligation to which the Data Controller is subject [ Article 6 GDPR (1)c ]. In this instance OMCs are required by the Companies Act 2014 to maintain adequate accounting records. Similarly, under the Multi-Unit Developments Act 2011(Mud Act) a unit owner is under an obligation to furnish the OMC with the below information. Failure to do so would constitute a breach of the MUD Act which could result in civil action.

The unit owner(s) name.

The unit owner(s) resident address.

The names of the tenant(s) living in the unit.

The details of any habitual occupiers of the unit other than tenants.

Any other contact details that the Owners Management Company may reasonably request. It can be suggested that contact details (phone numbers, email addresses) for the owner(s), tenant(s) and emergency contact(s) could be considered a reasonable request.

**What type of data do we keep?**

Name, address, email, phone, interested parties, key holder names, key holder email, key holder phone, tenant names, tenant email, tenant phone, other general contact information, payment comment, general notes, email, transaction details, bank details.

**Where is this data stored?**

This data is stored in a protected server at our offices. Data stored and transferred is encrypted. Access is only granted to administrators associated with our office.

**Who is this data shared with?**

This data is shared only with similar Data Processors for the purpose described above. These Data Processors are: Listed at the foot of this document in a section called 'Classes of Processors'.

**How long will the data be stored?**

Your 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 of the Owners Management Company. However, if you sell the property only your name, address and transaction details are necessary to satisfy this requirement. All other contact details are erased.

**Where we act as agents for Landlords and Tenants:****Where did we get your data?**

We received your data from you.

**What is the purpose of processing your data?**

You are party to a Tenancy to which you the Data Subject are bound. We have been appointed by the Landlord to arrange the Tenancy and / or administer the covenants of the Tenancy.

**What is the lawful basis for this processing?**

Processing is necessary for the performance of a contract to which the Data Subject is party [ Article 6 GDPR (1)b ].

Processing is necessary for compliance with a legal obligation to which the Data Controller is subject [ Article 6 GDPR (1)c ]. Namely:

The Residential Tenancies Acts 2004 to 2016

Criminal Justice (Money Laundering and Terrorist Financing) Act 2010

Property Services (Regulation) Act 2011 (Client Moneys) Regulations 2012

Property Services (Regulation) Act 2011

**What type of data do we keep?**

Name, address, phone, email, bank details, PPS numbers, references, ID, Anti Money Laundering.

**Where is this data stored?**

This data is stored in a database called **Letman/Aquaint?** which is operated on Amazon Web Services located in Ireland and on our office server. Data stored and transferred is encrypted. Access is only granted to administrators associated with our office.

**Who is this data shared with?**

This data is shared only with similar Data Processors for the purpose described above. These Data Processors are: Listed at the foot of this document in a section called 'Classes of Processors'.

**How long will the data be stored?**

Your 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 legislation.

**What if your tenancy ends?**

There is still an obligation on the Data Controller to maintain adequate accounting records. See above.

**Where we act as agents for the sale of property:**

**Where did we get your data?**

We received your data from you.

**What is the purpose of processing your data?**

The data is gathered to enable the sale of property.

**What is the lawful basis for this processing?**

Processing is necessary for the performance of a contract to which the Data Subject is party [ Article 6 GDPR (1)b ].

Processing is necessary for compliance with a legal obligation to which the Data Controller is subject [ Article 6 GDPR (1)c ]. Namely:

Criminal Justice (Money Laundering and Terrorist Financing) Act 2010  
Property Services (Regulation) Act 2011 (Client Moneys) Regulations 2012  
Property Services (Regulation) Act 2011

**What type of data do we keep?**

Name, address, phone, email, bank details, PPS numbers, references, ID, Anti Money Laundering.

**Where is this data stored?**

This data is stored in a database called Aquaint which is operated on private servers we run inside Ocean Property Management. The data stored and transferred is encrypted. Access is only granted to administrators associated within our office.

**Who is this data shared with?**

This data is shared only with similar Data Processors for the purpose described above. These Data Processors are: Listed at the foot of this document in a section called 'Classes of Processors'.

**How long will the data be stored?**

Your 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 legislation.

**Classes of Processors:**

This data is shared only with similar Data Processors for the purpose described above. The categories of Data Processors are:

Access control specialists, Accountants/ Auditors / Tax Advisors, Architects, Banks, Builders, Building suppliers, Building Surveyors, Carpet Cleaning, Carpet Replacement, CCTV Maintainers and Suppliers, Cleaning Contractors, Database Management Systems, District Heating Specialists, Drain Companies, Electricians, Emergency after hours contractors, Engineers, Estate Agents, Fall Prevention Specialists, Fire equipment maintenance companies, Fire Inspectors, Fountain Maintenance companies, Furniture Suppliers, Garden Landscaping, General Maintenance, Information Technology Specialists, Insurance Adjusters, Insurance Assessors, Insurance Brokers, Intercom Systems, Key Cutting companies, Landscaping contractors, Lift Service engineers, Locksmiths, Painting Contractors, Parking control companies, Pest Control companies, Photographers, Plumbing contractors, Project Managers, Pump maintenance companies, Refurbishment companies, Refuse / Recycling companies, Repairs and maintenance companies, RTB, Security Companies, Solicitors / Legal Advisors, Tarmacadam / Road surfacing companies, Tree Surgeons / Arborists, Utility Companies, White goods supply companies, Window Cleaning, Window / Glass installation and replacement companies.

This list is large, we have had to deal with these classes at various times in our various departments and at times these processors have to deal with property owners and tenants.

**What are your rights?**

You have a right to be informed.

You may request a copy of your data stored.

You may request correction to any erroneous data.

You may request deletion of data, if not in violation of statutory or contractual requirements.

You may lodge a complaint to the controller or object to processing.

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, where feasible, not later than 72 hours after having become aware of it, 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 the latest version will always be on our website.

You can find more information here:

GDPR Act Easy Read: <https://gdpr-info.eu>

Official GDPR Website: <https://www.eugdpr.org>

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END OF POLICY