## **HLEC PRIVACY STATEMENT**

Holly Lodge Estate Committee (HLEC) takes the privacy of the Estate's residents very seriously. Please read the following statement to understand how we will treat your personal information when you apply for a parking permit.

## The information we collect

In order for HLEC to issue you with a parking permit, we collect personal information about you. This information will include, but is not limited to, details such as your name, address, car registration number and contact information. If you give us your email address we will also store this.

## What we do with your personal information

HLEC will use your personal information to issue you with a parking permit. We cannot issue a permit without some means of contacting you. If you have given us an email address we will use this to send you information relating to the Estate. You can opt out at any time from receiving emails by using the unsubscribe option at the end of the email or by replying with STOP in the subject line. We do not share your information with anyone else.

# **Data protection**

We operate in accordance with current data protection legislation.

## Consent

By disclosing your personal information by letter or email you consent to the collection, storage and processing of your personal information by HLEC in the manner set out in this privacy policy.

If you have any questions or concerns about the information we hold on you, you can contact us by email at <a href="mailto:manager@hle.org.uk">manager@hle.org.uk</a>, or by phone on 0203 538 4454 or by letter to:

Estate Manager
Holly Lodge Estate Committee Office
Holly Lodge Estate Yard
Opposite 8 Holly Lodge Gardens
London
N6 6AA.