

# Associação de Proprietários da Quinta da Encosta Velha (APQEV) (Quinta da Encosta Velha Owners Association [OA])

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## Privacy Notice for Owners

**Applies to owners at QEV, associates nominated by owners, and contacts nominated by corporate owners**

The Quinta da Encosta Velha Owners Association (the Association) wishes to make you aware that it holds personal information related to you.

The Association values your personal information and treats it with respect. The Association has procedures in place to ensure that your personal information is:

- held securely
- restricted to information required by the Association to carry out its activities\*
- available only to authorised individuals
- used only for its intended purpose, and
- removed when no longer required

The personal information related to you which may be held by the Association may include:

- Names and contact details of owners, nominated associates of owners and contact individuals nominated by corporate owners
- Fiscal number of owners
- Association membership status
- QEV property owned and type of ownership
- Name and email address of long-term tenants (with consent of both owner and tenant only)
- CP Box number assigned to you, if applicable
- C&U account status for each property
- Name and contacts details of your QEV property manager (or local key holder)
- CCTV images from cameras around the perimeter of the Urbanisation in which you are recognisable

Under the new EU data protection law – the General Data Protection Regulation (GDPR) – the Association may hold personal information related to you because it needs that information to perform its activities.

You do not have the right to opt out from your personal information being held by the Association. However, should you wish to see the personal information which the Association holds on you, you should email [managementboard@qevoa.co.uk](mailto:managementboard@qevoa.co.uk) and the information will be supplied within a month. You may request CCTV images in which you are recognisable and they will be supplied provided that:

- You make the request in writing
- You specify the date and time, and the location in which you are interested
- You provide proof of identity
- You provide a description of yourself, and
- You pay a fee of €10 to the Association

\* The Association's activities are described in the Articles of Association and in the Rules which can be found on the General Meetings page of the Association's website [www.qevoa.co.uk](http://www.qevoa.co.uk)