

# PRIVACY POLICY



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### Privacy Notice

This notice explains how we collect and use your personal information, who we share it with, and how we keep it secure. We may provide more specific information to you as you interact with us in different ways. If any of that information differs from what we say here, those specific statements will apply.

We may update this notice from time to time, so please check back occasionally to ensure you're happy with any changes. The date of the last update is shown at the top.

As required by the General Data Protection Regulation, this notice describes why and how we collect and use personal data, and provides information about individuals' rights. It applies to personal data provided to us by individuals themselves or by others.

### Identity and contact details of the controller

The data controller can be contacted at Villas Brazil, 60 Windsor Avenue, London, United Kingdom, SW19 2RR, Tel: +441442406735 or [info@villasbrazil.co.uk](mailto:info@villasbrazil.co.uk).

### How we use your personal information

We may use your personal information to verify your identity, deliver services and meet legal responsibilities, communicate with you, understand your needs and maintain records, process financial transactions, prevent and detect crime, fraud or corruption, provide suggestions and advice on products and services, and defend or take legal action.

### Lawful basis for processing

We process personal information to comply with legal and regulatory obligations related to the insolvency process, and because we believe you have a legitimate interest in the information being supplied.

### What personal information we hold

We hold contact details and location information.

### Who we share data with

We may transfer personal data to third parties with your consent. These third parties may provide applications/functionality, data processing, or IT services to us, such as information technology providers, cloud-based software as a service providers, identity management providers, website hosting and management providers, data analysis, data back-up, security and storage providers, professional advisers, law enforcement or other government and regulatory agencies, or other third parties as required by, and in accordance with, applicable law or regulation. We may also receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, or to establish, exercise, or defend legal rights.

### How long we retain your personal information

We retain personal data for as long as necessary to achieve the purpose listed above and for any other permissible related purpose. We retain most records until the time limit for claims arising from the activities has expired or to comply with statutory or regulatory requirements regarding the retention of such records. Records will be retained for a minimum of 6 years.

### Where we store your personal information

We do not transfer your information to countries outside the European Economic Area (EEA).

### Your rights

Under the GDPR, you have the right to access personal data held by us, the right to update personal data submitted to us, and the right to complain about our use of personal data. These rights do not apply in all circumstances, as we may hold your data on the basis of legal obligations.

### Changes to our privacy statement

We keep this privacy statement under regular review and will post updates on our website. Paper copies may also be obtained by writing to us.

### Complaints

If you want to complain about our use of personal data, please contact us. Villas Brazil, 60 Windsor Avenue, London, United Kingdom, SW19 2RR, Tel: +44 1442406735 or [info@villasbrazil.co.uk](mailto:info@villasbrazil.co.uk).

