



CSM Property Management Ltd

The Block Management Specialists

Data Protection Notice

This notice explains CSM Property Management Limited's ("We/Us/Our") online payment policy

Our Details

We are the Data Controller for any personal data you supply to us in accordance with the General Data Protection Regulations, the Data Protection Act 2018 and any other relevant national law.

You can find this notice on our website or a copy can be provided in writing on request. If you have any queries about this policy you can email us on info@csmni.com or you can put any queries in writing to, Data Protection Officer, CSM Property Management Limited, 60 Lisburn Road, BELFAST, BT9 6AF.

Third Party Processor

For your convenience we offer the ability to make card payments through our website. These payments will be processed by a third party on our behalf. We may share your data with the third party for the purposes of:

- Processing the payment
- Identifying and preventing fraud

Complaints Procedure

If you have a concern relating to an online payment, you should follow our complaints procedure. In any case you should make us aware of the concern as soon as possible by emailing info@csmni.com or by telephone on 02890 245999.

Upon receipt of your query and where you deem it appropriate, we will refund any disputed card payment. We will then investigate your concern as per our complaints policy which is available on our website.

This policy should be read in conjunction with our complaints policy.