

PRIVACY POLICY

UHK-POL-HRM-023

1. Purpose

The privacy policy outlines how we collect, use, disclose, and protect personal information in connection with our services, including building and sale of homes.

2. Application

This policy applies to all Unity Homes employees, external agents, website users and any other visitor(s) from whom we collect personal data.

3. Policy

- Unity Homes collects information through various channels, including direct calls, messages, emails, and indirect methods such as website interactions, social media platforms, office visits, and CCTV image captures.
- When sharing personal data, Unity Homes prioritises the security and confidentiality of the information, whether it is shared internally, with third parties, or through international transfers.
- Unity Homes has established robust security measures to ensure the confidentiality, integrity, and availability of information.
- Unity Homes retains personal data only for as long as necessary to fulfill the specified purposes, in accordance with legal requirements.
- The Data Protection Act grants several rights regarding data, including the right to access, rectify, erase, data portability, and object to processing.
- To exercise any of the aforementioned rights, use personal data rights request form on smartsheet.

4. Review

Unity Homes may periodically update or revise this policy to ensure its alignment with legal requirements and our evolving business practices.

Signed



Executive Director

May 2024



5. Amendment Record

Rev	Date	Details of Amendment	Reason for Amendment