

Affordable Housing Consulting and your Personal Information

Use of your Personal Information

Use refers to the application of your data by any part of Affordable Housing Consulting, or any staff-member or contractor of Affordable Housing Consulting in the course of their work.

Affordable Housing Consulting undertakes to use Your Data only for:

- **the purposes for which it was collected;**
- such other purposes as are **subsequently agreed** between Affordable Housing Consulting and You;
- such additional purposes as may be **required by law**. In these circumstances, Affordable Housing Consulting will take any reasonable steps available to it to communicate to You that the use has occurred, unless it is precluded from doing so by law; and
- such additional purposes as are **authorised by law** (in particular to protect Affordable Housing Consulting interests, e.g. if it believes on reasonable grounds that You have failed to fulfil your undertakings to Affordable Housing Consulting or have committed a breach of the criminal law).

Affordable Housing Consulting undertakes to use your data only if it has **demonstrable relevance** to the particular use to which it is being put.

Affordable Housing Consulting undertakes to use your data in such a manner as to take into account the possibility that it is not of **sufficient quality for the purpose**, e.g. because it is inaccurate, out-of-date, incomplete, or out-of-context.

Disclosure of your Personal Information

Disclosure refers to making your data available to any party other than Affordable Housing Consulting and You. The term disclosure may include many different conditions of data transfer, including selling, renting, trading, sharing and giving.

Affordable Housing Consulting undertakes to disclose Your Data only under the following circumstances:

- **in the course of business being conducted between You and Affordable Housing Consulting**, where disclosure is necessary to a contractor, such as a transport company. Where your data is disclosed in this way, Affordable Housing Consulting undertakes to exercise control over Affordable Housing Consulting contractors to ensure that their actions are compliant with these Terms;
- **in other circumstances that are directly implied by the purpose agreed between You and Affordable Housing Consulting** at the time of data collection or subsequently. Where Your Data is disclosed in this way, Affordable Housing Consulting undertakes to exercise control over Affordable Housing Consulting contractors to ensure that their actions are compliant with these Terms;
- **with your consent**, or at your request;
- **where required by law**, such as a provision of a statute, or a court order such as a search warrant or subpoena. In these circumstances, Affordable Housing Consulting will take any reasonable steps available to it to communicate to You that the disclosure has occurred, unless it is precluded from doing so by law;
- **where permitted by law** (e.g. the reporting of suspected breach of the criminal law to a law enforcement agency; and in an emergency, where Affordable Housing Consulting believes on reasonable grounds that the disclosure of your data will materially assist in the protection of the life or health of some person), provided that Affordable Housing Consulting will apply due diligence to ensure that the exercise of the permission is justifiable.

In all cases, Affordable Housing Consulting undertakes to disclose only such of Your Data as is necessary in the particular circumstances.