

[Print on Landlord's letterhead or insert Address]

<<Contract-holder/Resident/Guarantor>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Name>>

New Privacy Notice under UK Data Protection

Under the UK's data protection legislation (the Data Protection Act 2018), [the Landlord] is required to tell you what information we collect about you and how we use it.

Our privacy notice is [enclosed with this letter] [available on our website at <<web address>>].

Please read the privacy notice and confirm that you have done so. Please note that this notice is for the contract-holder, resident or guarantor, not for the landlord on behalf of another.

Yours sincerely,

[For and on behalf of the [the Landlord]]

I acknowledge receipt of the Privacy Notice and I confirm that I have read and understood it.

Name.....

Signature.....

Status: **Contract-holder/ Resident** [if applicable]

Date.....