PRIVACY NOTICE FOR

Data controller: << Insert name a

1. Introduction

<<Insert Landlord Name>> for deciding how we hold a

<<Insert Landlord Name>> data relating to tenants, resaccommodation. This priva personal information about

The Landlord is committed information. The Landlord i collects and uses that data

2. Data Protection Principle

The Landlord will comply w information we hold about

- Used lawfully, fairly
- Collected only for v not used in any way
- Relevant to the pur purposes only;
- Accurate and kept t
- Kept only for such t about; and
- Kept securely.

3. What information does th

The Landlord collects and about you. Personal data n person can be identified. T and give details as necess

- Identity and person address, telephone registration;
- Background informations
 accountant details,
- Bank account detail
- Tenancy details inc guarantors;
- Tenancy deposit inf
- Immigration/right to
- Rent and utilities pa
- Recovery of arrears
- Repair and health a



S AND GUARANTORS

dlord>>

nis means that we are responsible ion about you.

, stores and processes personal order to provide rental the Landlord collects and uses after a tenancy.

and security of your personal ar and transparent about how it protection obligations.

This means that the personal

/;

ve explained to you clearly and these purposes;
bout and limited to those

he purposes we have told you

process?

sonal information (personal data) out an individual from which the etc the appropriate points below

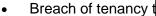
s your name, title, address, email tional insurance number, car

ndlord details, employer details, and emergency contacts; redit check results; ants, other residents and

g return on tenancy termination; l/y);

roceedings;





- Council Tax and utilities
- Universal credit/hot
- Notices and correst
- CCTV and audio re
- General correspond

We may also collect, store personal information:

- Information about n have a disability for
- Equal opportunities ethnic origin, sexua

The Landlord collects this i collected through the tenar during the tenancy. The La payment records.

In some cases, the Landloi as:

- References supplie
- Information from cre
- Other tenants, resid
- Guarantors;
- Local authorities;
- The police or other
- Department for Wo
- Utility companies or
- Letting/managing a
- Websites or online

Data is stored in a range of Landlord's IT systems (incl

4. Why does the Landlord p

The Landlord needs to pro and manage tenancies.

In addition, the Landlord ne our legal obligations, for ex for properties in England.

In other cases, the Landlor before, during and after the

5. Situations in which we w

Situations in which we will below, expanding as neces

ination of tenancy;

rs, emails, text messages etc).

ecial categories of more sensitive

ns, including whether or not you to make adaptations; and ncluding information about your religion or belief.

ways. For example, data is nd through correspondence own records such as rent

about you from third parties, such

nployers and personal referees;

es;

htmove.

ng in paper files and in the ail system).

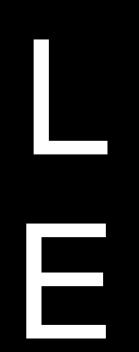
plications for tenancy agreements

nsure that we are complying with o check a tenant's "right to rent"

t in processing personal data nt relationship.

formation

formation are listed below<<list



- To verify the identity
- To decide on the su
- To assess the finan
- To check immigration
- To deal with joint te
- To enter into a tena
- To secure payment
- To collectrent and d
- To manage the tenant
- To keep accurate re
- To arrange repairs
- To monitor and enfo
- To recover debts ar
- To ensure Council
- To ensure that welf are paid to the land
- To handle tenancy
- To handle complain
- To address health a
- To create and keep
- To provide informat require this informa
- To contact next of k
- To store of emails,
- To comply with legal
- To bring and defend
- To prevent, detect a

6. If you fail to provide pers

If you do not prove certain to proceed with the grant o

7. Change of purpose

The Landlord will only use collected unless we reasor and that reason is compati personal information for an the legal basis which allow

You should be aware that vi knowledge or consent whe

8. Use of sensitive persona

Some special categories or medical conditions, are prorelation to tenants/resident

9. For how long do you kee

The Landlord will only hold purposes we collected it fo

sident;

nant/resident;

f a proposed tenant/resident;

are linked to the tenancy;

of tenant obligations;

dlord's rental business;

property:

nt's obligations;

of a property;

are billed and paid appropriately;

versal Credit and housing benefit) ropriate;

n of any tenancy deposit:

ng to tenants/residents;

ings;

orities who are legally entitled to

se of emergency;

communications;

nents;

l anti-social behaviour.

ted, the Landlord may not be able

n for the purpose for which it was ed to use it for another reason ose. If we need to use your vill advise you of this and explain

sonal information without your nitted by law.

nformation about health or gal obligations (for example, in health and safety purposes).

s long as is necessary to fulfil the counting or reporting



requirements. The period f <<seven years>>. The per tenancy application is <<or

10. Who is data shared with?

Your information will be sh finance team>>.

The Landlord also shares v is necessary in order to ad another legitimate interest

- Professional advise
- Letting/managing a
- Freeholder and/or t
- Existing or previous
- Existing or previous
- Credit referencing a
- Debt collectors and
- Local authorities an
- Ombudsman/redres
- Professional body/r
- Courts/Tribunals;
- Police/enforcement
- Internet service pro
- Banks/building soci
- Tenant's/resident's
- Joint tenants and of
- Guarantors;
- Tenancy Deposit S
- Universal Credit/ho
- H M Revenue and 0
- Council Tax authori
- Contractors and tra
- Prospective purcha Other landlords incl
- and
- Other give details

The Landlordwill not trans Area.]

OR

[Your data may be transfer (EEA) in order to <<state p basis of <<state relevant s rules or other safeguards>: request.

11. How does the Landlord p

after the end of a tenancy is held following an unsuccessful

with <<state e.g. members of the

s where required by law, where it with you or where we have an be shared with:

d accountants;

property in block of flats);

ies:

ves in case of emergency;

it administrator;

rices at the property;

another landlord for a tenancy;

outside the European Economic

he European Economic Area erred outside the EEA on the n of adequacy, binding corporate nformation, it is available on

The Landlord takes the sed policies and controls in pla misused or disclosed. Deta

When the Landlordengage do so on the basis of writte obliged to implement approache security of data.

12. Your duty to inform us of

It is important that the pers current. Please be sure to during the tenancy applicat

13. Your Rights

As a data subject, you hav

- access and obtain a access request");
- require the Landlor
- request erasure of y Landlord to delete of no longer necessar
- object to the proces legitimate interests
- ask the Landlord to of time if data is ina reason for processi

If you would like to exercise privacy notice, please cont

If you believe that the Land have the right to make a co

I acknowledge receipt of Guarantors and co

Name.....

Signature.....

Date.....

sly. The Landlord has internal eing lost, accidentally destroyed, a available on request.

personal data on its behalf, they a duty of confidentiality and are anisational measures to ensure

about you is accurate and personal information changes course of a tenancy.

ı can:

quest (known as a "data subject

ncomplete data;

 This enables you to ask the ata, for example where the data is cessing;

the Landlord is relying on its rocessing; and

of your personal data for a period ute about its accuracy or the

ou have any questions about the

th your data protection rights, you n Commissioner's Office.

Tenants, Residents and and understood it.

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