

[Print on Large Paper]

[Insert Address]

<<Tenant/Resident/Guarantor name>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Name>>

Tenancy dated <<date>> of <<Property>>
New Privacy Notice under the GDPR

Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into effect in the UK on 25th May 2018. Under the GDPR I am/we are required to give you a Privacy Notice to tell you what information we collect about you and how we use it.

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

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Please read the privacy notice and sign a copy of this letter to confirm that you have done so. Please note that the GDPR only permits one person to sign on behalf of a company or organisation.

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Yours sincerely,

[For and on behalf of the] Landlord

.....

I acknowledge receipt of this Privacy Notice and I, as Tenant, Resident and Guarantors and co-occupiers, have read and understood it.

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Name.....

Signature.....

Status: **Tenant / Resident** [if applicable]

Date.....