

[Print on Large Paper]

[Print on Large Paper]

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

<<Date>>

Dear <<Name>>

**Lease dated <<date>> of <<Property Address>>**  
**New Privacy Notice under the GDPR**

**Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into effect in the UK on 25<sup>th</sup> 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 confirm that you have done so. Please note that the GDPR only permits for one person to sign on behalf of a company.

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Yours sincerely,

[For and on behalf of the] Landlord

.....

**I acknowledge receipt of this letter and confirm that I have read and understood the contents of the Privacy Notice.**

**I acknowledge receipt of this letter and confirm that I have read and understood the contents of the Privacy Notice.**

Name.....

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Signature.....

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Status: **Tenant / Licensee** (if applicable)

(if applicable)

Date.....

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