AGENT'S GD[...] LANDLORD

Data controller: <<Insert name a[...]ngs Agent>>

1. **Introduction**

   <<Insert Lettings Agent N[...]troller". This means that we are responsible for deciding ho[...]onal information about you.

   <<Insert Lettings Agent [...] collects, stores and processes personal data relating to [...]ve landlords, in order to provide <<list or delete the appropr[...]

   - a lettings service to [...] the tenancy;
   - a lettings service to [...] the tenancy (including a deposit holding service);
   - a lettings service to [...]p the tenancy and provide a rent collection service; a[...]
   - a fully managed pro[...]

   This privacy notice sets do[...]nation the Agent collects, why it is collected, how it is held a[...]rocessed by the Agent and with whom.

   The Agent is committed [...]y and security of your personal information. The Agent is [...]ar and transparent about how it collects and uses that data[...]rotection obligations.

2. **Data Protection Principle[...]**

   The Agent will comply with [...]s means that the personal information we hold about [...]

   - Used lawfully, fairly [...]y;
   - Collected only for [...]ave explained to you clearly and not used in any way[...]n these purposes;
   - Relevant to the p[...]you about and limited to those purposes only;
   - Accurate and kept u[...]
   - Kept only for such [...]r the purposes we have told you about; and
   - Kept securely.

3. **What information does th[...]ocess?**

   The Agent collects and pr[...]sonal information (personal data) about you. Personal data [...]bout an individual from which the person can be identified. If [...] some of the points below may not be relevant to you. This i[...]the appropriate points below and give details as necessary>[...]

   - Identity and person[...]s your name, title, address, email address, telephone[...]

- Bank account detai
- Proof of ownership;
- Accounting records
- Letting and manage
- Insurance informati
- Licence application
- Details of mortgage
- Lender restrictions;
- Tenancy deposit inf
- Repair and health a
- Breach of tenancy t
- Council Tax and uti
- Notices and corresp   ination of tenancy;
- CCTV and audio re
- General corresponc   ters, emails, text messages etc); and
- Data sent from web   server (including pages visited and time and date and c   erver).

The Agent collects this i   of ways. For example, data is collected from you at the   ss, and throughout our period of instruction. The Agent also   ds.

In some cases, the Agent   ata about you from third parties, such as:

- Other tenants, resic
- Guarantors;
- Local authorities;
- The police or other   s;
- Department for Wor
- Utility companies or
- Other letting/manag   ghtmove.
- Websites or online

Data is stored in a range o   g in paper files and in the Agent's IT systems (including the A

4. **Why does the Agent proc**

The Agent needs to proc   terms of our lettings service as agreed between you and th

In addition, the Agent neec   ure that we are complying with our legal obligations, for examp   ormation with a deposit scheme by which any deposit is protec

In other cases, the Agen   est in processing personal data before, during and after ou

5. **Situations in which we w   formation**

Situations in which we will   formation are listed below<<list below, expanding as neces

- To enter into a tena...
- To collect rent and...
- To manage the tena...
- To arrange an ener... ...e;
- To arrange an inver... ...he condition of the property;
- To keep accurate re... ...nt's rental business;
- To arrange repairs ... ...roperty;
- To recover debts ar... ...f a property;
- To ensure Council T... ...are billed and paid appropriately;
- To ensure that welf... ...versal Credit and housing benefit) are paid to you (wh...
- To handle tenancy ...
- To handle complain...
- To create and keep ... ...ings;
- To provide informat... ...horities who are legally entitled to require this informa...
- To contact next of k... ...se of emergency;
- To store emails, re... ...ommunications;
- To comply with lega... ...nents;
- To bring and defend...
- To take payment fo... ...y the Agent;
- To perform our term... ...and
- To provide you wit... ...ation to the property market and information relating ... ...in accordance with your express consent.

6. **If you fail to provide pers...**

   If you do not provide certai... ...ested, the Agent may not be able to provide its lettings servic...

7. **Change of purpose**

   The Agent will only use y... ...for the purpose for which it was collected unless we reaso... ...need to use it for another reason and that reason is compa... ...urpose. If we need to use your personal information for ar... ...will advise you of this and explain the legal basis which allow...

   You should be aware that... ...personal information without your knowledge or consent whe... ...nitted by law.

8. **Use of sensitive persona...**

   Some special categories ... ...processed to comply with legal obligations (for example, in... ...fety purposes).

9. **For how long do you kee...**

   The Agent will only hold y... ...s long as is necessary to fulfil the purposes we collected ... ...legal, accounting or reporting requirements. The period ... ...eld after the end of a tenancy is <<seven years>>. The pe... ...a is held is <<one year>> for a potential landlord who doe... ...ent for its services.

10. **Who is data shared with?**

Your information will be ing with <<state e.g. other staff members>>.

The Agent also shares you where required by law, where it is necessary in order to adm ith you or where we have another legitimate interest in doing nared with:

- Professional advise d accountants;
- Freeholder and/or t property in block of flats);
- Debt collectors and
- Local authorities an ies;
- Ombudsman/redres
- Professional body/r
- Courts/Tribunals;
- Police/enforcement
- Internet service pro
- Banks/building soci
- Tenant's/resident's ves in case of emergency;
- Joint tenants and ot
- Guarantors;
- Joint owners of the
- Tenancy Deposit Se
- Universal Credit/ho it administrator;
- H M Revenue and C
- Council Tax authori
- Utilities and service
- Future owners of th
- Contractors and tra vices at the property;
- Prospective purcha
- Other – *give details*

[The Agent will not transfe outside the European Economic Area**.]**

OR

[Your data may be transf de the European Economic Area (EEA) in order to <<state nsferred outside the EEA on the basis of <<state relevant s n of adequacy, binding corporate rules or other safeguards er information, it is available on request.**]**

11. **How does the Agent prot**

The Agent takes the secu y. The Agent has internal policies and controls in place to pre t, accidentally destroyed, misused or disclosed. Details of thes e on request.

When the Agent engages t ersonal data on its behalf, they do so on the basis of written a duty of confidentiality and are obliged to implement app ganisational measures to ensure the security of data.

12. **Your duty to inform us of** [...]

It is important that the p[...] hold about you is accurate and current. Please be sure to [...] our personal information changes during our period of instru[...]

13. **Your Rights**

As a data subject, you hav[...] u can:

- access and obtain a [...] quest (known as a "data subject access request");
- require the Agent to [...] mplete data;
- request erasure of y[...]. This enables you to ask the Agent to delete or s[...], for example where the data is no longer necessar[...] cessing;
- object to the proces[...] elieve your fundamental rights and freedoms outw[...] sts; and
- ask the Agent to su[...] your personal data for a period of time if data is inac[...] e about its accuracy or the reason for processing it.

If you would like to exercis[...] ou have any questions about the privacy notice, please cont[...]

If you believe that the Agen[...] your data protection rights, you have the right to make a c[...] n Commissioner's Office.

I acknowledge receipt of [...] acy Notice to Landlord and confirm that I have read a[...]

Name………………………[...]…………………….

Signature……………………[...]…………………….

Date………………………[...]…………………….