

[Print on Letterhead]

[Insert Address]

<<Landlord name >>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Name>>

New Privacy Notice under the General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into effect in the UK on 25th May 2018. Under the GDPR the Letting Agency has provided you a Privacy Notice to tell you what information we collect about you and how we use it.

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

Please read the privacy notice and confirm to us by reply of this letter to confirm that you have done so. Please note that either you or the landlord must sign. It is not permitted for an agent to sign on behalf of another.

Yours sincerely,

[For and on behalf of the Letting Agency]

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I acknowledge receipt of the Agency's Privacy Notice to Landlord and I confirm that I have read and understood it.

Name.....

Signature.....

Status: **Landlord**

Date.....

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