

[Print on Letterhead]

[Insert Address]

<<Tenant/Resident/Guarantor 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 25<sup>th</sup> 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.

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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 each person who is a potential and actual tenant, resident or guarantor, must sign. It is not sufficient for one person to sign on behalf of another.

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Yours sincerely,

[For and on behalf of the Letting Agency]

.....

**I acknowledge receipt of the Agency's Privacy Notice for Tenant, Resident and Guarantor and I confirm that I have read and understood it.**

Name.....

Signature.....

Status: **Tenant / Resident / Guarantor** [please tick one]

Date.....

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