

Tenant Privacy Statement

General Data Protection Regulations (May 2018) mean that all Property Managers and Landlords must ensure that you, the applicant, fully understand our Privacy Principles and the manner in which we use your private information in order to carry out our role as Property Managers and Landlords.

Please take the time to read this Privacy Statement carefully, as once completed it will remain in your file.

As Landlords Damian and Heidi Carson collect personal information about you and make every effort to keep that information secure from unauthorised use or access.

Why we hold and process information

This notice sets out how we hold and process information we hold about you.

We process personal information about our tenants and possible new tenants so we can provide residential accommodation. This includes:

- dealing with lettings
- dealing with applications for tenancies
- checking suitability for tenancies (including credit, immigration and similar checks)
- managing property
- collecting rent
- organising guarantor documentation
- maintaining our accounts and records
- registering your tenancy deposits

Relevant information may include personal details, employment and education details and financial details.

By law, we have to carry out immigration checks on new tenants and residents. We have to keep copies of the documents we inspect as part of these checks. We may keep these copies on computer.

Sharing information with others

We may need to share personal information we process with others. If we have to do this we will keep to data-protection legislation.

Depending on the circumstances, we may share information with individuals and companies such as:

- other landlords
- employers
- educational institutions, universities and colleges
- suppliers (including gas, electricity and water companies) and service providers
- financial organisations (including banks)
- credit-reference and tenant-reference agencies
- tenancy deposit schemes
- debt-collection and tracing agencies
- public and government bodies (including those who deal with benefits and council tax)
- contractors, organisations and trades people required to carry out maintenance to the premises
- letting and managing agents
- any future owner of the property
- the Landlord's Lawyers
- the Landlord's Mortgagee
- referees you have nominated
- tribunal and courts officials

- other estate agents

This does not mean that we necessarily share information with all of the above but we may do so if we need to.

Council tax and utilities and services

To make sure that council tax and utility and service bills (including water charges) are correctly collected, we share information, where relevant, with the relevant local authority and utility or service provider. We also share this information to make sure that bills are sent to the correct person and charges and debts can be collected.

Why we use your personal information

We may use the personal information you give us in a number of ways, for example to decide whether to let the property to you; to prevent fraud, for accounting and auditing purposes, for managing property or for debt collection.

Right to gather information

You have the right to ask for a copy of the information that we hold about you. We may make a small charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information if this is not accurate.

To ask for this information, please write to us or email us.

Landlord Details:

Name: Damian Carson, Heidi Carson

Telephone: 07896987529, 07917104301

Email: damiancarson1@hotmail.com , heidicarson@hotmail.com

If your personal information is not provided to us, we may not be able to carry out our duties as professional Property Managers and Landlords and will not be able to provide you with a lease/tenancy of the premises.

Privacy policy agreed & signed by applicant	
Signature	
Print Name:	Date:
Signature	
Print Name:	Date:
Privacy policy agreed & signed by applicant	
Signature	
Print Name:	Date:
Signature	
Print Name:	Date:
Privacy policy agreed & signed by applicant	
Signature	
Print Name:	Date:
Witnessed by	
Signature	
Print Name:	Date:

