

## **General Data Protection Regulations**

### **Re: RELEVANT PERSON/DEPOSIT FUNDER**

This information is for a person who has agreed to fund a deposit for a tenant applicant of a property let by Charles Kimbell

**CHARLES KIMBELL Privacy Notice** See all here [www.charleskimbell.co.uk/privacynotices](http://www.charleskimbell.co.uk/privacynotices)

Data Controller:

Charles Kimbell Letting Agents

9 Church Street

Market Harborough

Leicestershire

LE16 7AA

Tel: 01858 434838

Email: [charleskimbell@btconnect.com](mailto:charleskimbell@btconnect.com)

Our ICO Registration Number: Z1329917 ICO Telephone Number 0303 123 1113

#### **Your Personal Data – applicable to a Relevant Person/Deposit Funder for a tenancy**

We will hold and process your personal data for a lawful reason to ensure that we are able to provide you with prescribed information about the tenancy deposit. We will store/share your personal details on our property management system, all parties on the tenancy agreement, and the relevant deposit protection scheme but will not share your personal data with any other third party without your explicit consent. Your data will be retained by us for a period of a minimum of 6 years to a maximum of 7 years after the tenant has vacated the property.

#### **Right to Deletion**

You have the right to request that all your personal data we hold is deleted. Such a request can be sent to the above address or email, where we will confirm deletion or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 21 working days of receipt.

#### **Right to Rectification**

You have the right to request that we amend any personal data we hold for you if you believe it is incorrect. Such a request can be sent to the above address or email, where we will confirm rectification or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 21 working days of receipt

#### **Subject Data Access Request**

You have the right to request at any time, confirmation of the actual personal data we hold for you, and how this has been processed. Such a request can be sent to the above address or email which will be actioned within 21 working days of receipt.

#### **Complaint**

In the first instance, if you have any complaint about how we hold or process your personal data, then please contact us at the above address. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Office (ICO) at the following website <https://ico.org.uk/> quoting our ICO registration number which can be found above. Their telephone help number is 0303 123 1113