

## **General Data Protection Regulations : RE Tenants who have signed a tenancy agreement**

You have received this information because you are a current tenant 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**

We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data will be shared with third parties to include but not limited to the landlord, contractors to conduct repairs, property management software systems, deposit protection schemes and utility companies to ensure the efficient management of the property and tenancy. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected to the management of the property or tenancy 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 you leave the tenanted 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