

General Data Protection Regulations Re: GUARANTOR

You have acted as a Guarantor for a tenant who either still occupies, or have occupied, a rental property let by Charles Kimbell

CHARLES KIMBELL Privacy Notice See all here 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

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

Your Personal Data – applicable to a person acting as a Guarantor

We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data may be shared with the tenants, other guarantors and the landlord of the agreed tenancy to ensure that any obligations under the Deed of Guarantee can be fulfilled. 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 Deed of Guarantee of the agreed tenancy without your explicit consent. Your data will be retained by us for a period of a minimum of 6 years and to a maximum of 7 years after the tenant has left the tenanted property in question.

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