

General Data Protection Regulations RE: Guarantor Application

You are receiving this information because you have applied to act as a Guarantor for a Tenant who has applied to rent a property from 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

We will hold and process your personal data for purposes of completing your guarantor application. Your personal data will be shared with our designated credit referencing agency to process the guarantor application and the results of any subsequent credit score/report will be shared with the landlord as part of the decision-making process. 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 guarantor application without your explicit consent. Your data will be retained by us for a period of 7 years after the tenant leaves 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