

General Data Protection Regulations for a LANDLORD

You have been sent this because you are either a current Landlord with an existing tenancy or have been a Landlord using our services and had a tenancy that ended in the last 7 years.

The Landlord agrees that any personal data provided to them by the Agent, such as tenant details, are safely stored and not passed onto any third party without the explicit consent of the individual to whom that data belongs and where that personal data is no longer required, that such personal data is disposed of securely. The Landlord further agrees, that they will fully cooperate with the Agent in the event a Subject Data Access Request is received, and to compensate the Agent for any liability incurred through a failure of the Landlord to adhere with the General Data Protection Regulations.

To register for yourself, which if you hold details of any Tenant or Occupier of a Let property (current or vacated) you should do so to retain their Data and personal information: Click here: <https://ico.org.uk/registration/new> (Contact us if you require further information – especially applicable to Introduction or Let Only Landlords)

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 Landlord Terms of Business

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 tenants, any guarantors, contractors, software providers, tenancy deposit schemes, local council and utility companies to ensure the efficient management of your property. 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 with the management of your property without your explicit consent. Should you cease to be a Client of ours, your data will be retained by us for a period of 7 years after that date, due to HMRC requirements.

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