

General Data Protection Regulations RE: Next of Kin

You are receiving this information because you have been named as a Next of Kin by a Tenant applicant for a 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

We will hold and process your personal data for a legitimate reason to ensure in the event of non-communication from the tenant, we are able to contact you to ascertain their safety, location or current status. We will also hold and process your personal data for any lawful reason required such as a law enforcement request. We will store your personal details on our property management system 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 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