

## **General Data Protection Regulations Re: OCCUPIER RIGHT TO RENT**

We are sending you this information because you either occupy, or have occupied, one of our rental properties and underwent a Right to Rent status check.

**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 – applicable to Permitted Occupier who has undergone a Right to Rent Check**

We will hold and process your personal data for the purposes of complying with the Immigration Act 2016 or any relevant legislation applicable at that time. Your personal data will not be shared with any other third party without your explicit consent apart from the Landlord or any Government Agency which requests legislative compliance. Your personal data will be held for a maximum period of 12 months after your vacation of the property, and assuming the tenancy has also ended, at which point it will be securely deleted.

### **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