

Name of rental business: BARRON PROPERTIES

LANDLORDS PRIVACYNOTICE – SHORT VERSION – FOR TENANTS, RESIDENTS AND GUARANTORS

IMPORTANT – you should refer to the standard privacy notice for all the information we give about collecting and handling your information which is incorporated into this notice. To access this go to <http://www.rla.org.uk/standard-privacy-notice>

Name of Landlord: Barron Properties

Address of Landlord: 161 Hamilton Road, London, NW11 9EB

Telephone number: 020 8802 1177

Email address: office@barronproperties.co.uk

Date created: 08 October 2018

Purpose of this initial notice

In line with the General Data Protection Regulations (GDPR) effective from 25th May 2018, we are committed to protecting and respecting your privacy. This is a summary of our privacy notice to tell you what personal information about you we collect, hold and use. This notice is addressed to our tenants, residents and guarantors including prospective and former tenants, residents and guarantors. Please note that by issuing this notice we do not commit ourselves to giving you a tenancy.

For further details please see the standard version of our privacy notice which forms part of this notice. This can be viewed at www.rla.org.uk. Alternatively, a hard copy is also available upon request at any time.

Information we collect, hold and use about you

- Identity and contact details.
- Personal and background information.
Your next of kin.
- Bank details.
- Details of Welfare Benefits where applicable.
- Details about your University/College course (if any) or employment (if any).
Tenancy and deposit information.
- Rent and other payments including arrears.
- Repairs and complaints.
- Details about Council Tax, water charges and Utilities.
- Correspondence emails and records.
- Audio and cctv recordings (if any).
- Website and online portal information. (if any)

This information is collected from you mainly via an application form and also from third parties. Additionally, we may undertake credit or similar checks to obtain information about you or request a reference from an existing or former landlord or employer etc.

Further details are given in the standard privacy notice.

Who do we need this information about

We need information about you as a prospective tenant, about any prospective resident and also information about any guarantor (where a guarantee is taken).

How might this information be collected

This information can be collected –

- By email.
- By post.
- In person.
- In digital form.
- Over the telephone.

Who this information might be shared with

These include –

- Joint tenants (if any).
- Guarantors (if any).
- Letting and managing agents.
- Other landlords, e.g. for references.

- Tenancy deposit protection body.
- Insurance companies, e.g. if we take out rent insurance.
- Internet and email providers.
- The Home Office (relating to immigration/right to rent checks).
- Utilities and water companies.
- Contractors and suppliers.
- Debt collectors and tracing agents
- Professional advisers.
- Next of kin etc., (in an emergency).
- Public and local authorities and regulatory bodies.

Further details are set out in the standard privacy notice.

Where is this information stored

- In an electronic form on a computer, tablet or mobile phone.
- On a web based portal (where a website is operated).
- In hard copy form in a manual filing system.

Length of time for storage of data

We usually keep information for 12 months if the tenancy does not go ahead or for 7 years from the date you finally vacate where a tenancy is entered into.

What happens if this information is not provided

We require this information in order to enter into a tenancy agreement and to check your suitability for a tenancy. If this information is not provided in full then your application for a tenancy cannot proceed.

Why we need this information

This includes as necessary –

- For contractual performance so that we can arrange the letting and enter into a tenancy agreement or guarantee with you.
- For contractual performance so that we can manage any tenancy and the property including collecting rent and arranging repairs.
- In relation to details regarding any next of kin in your vital interests, e.g. in the case of an emergency.
- In our legitimate interests in relation to personal and background information so we can assess your suitability to be a tenant, resident or guarantor (as the case may be).
- To perform our legal obligations in relation to carrying out right to rent (immigration status) checks and in order to protect any tenancy deposit which is paid as well as other legal obligations arising during the course of any tenancy.

Full details, including further reasons why this information is needed are set out in the standard privacy notice.

You have the following rights

- To object to us processing data (applicable where we rely on the legitimate interests)
- Access to your data and further details about what data processing activities are carried out.
- Erasure (the right to be forgotten).
- To restrict processing.
- Data portability.

For further details of these rights please see the standard privacy notice.

Withdrawal of consent

If your consent provides us with a legal gateway to process data about you you can withdraw this at any time by telling us by email/post/telephone using the contact details above.

Complaints

We operate our own internal complaints policy and if you have any concerns about the way in which we collect or handle your data please contact us using the details above.

Additionally, you have the right to lodge a complaint with the supervising authority who is –

Information Commissioner
 Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

www.ico.org.uk

If any of your personal data changes, please let us know as soon as possible so that we can amend our records.