



### General Data Protection Regulation

#### PRIVACY NOTICE

##### Collect

###### **What information will we collect and how?**

We will collect the following Information from you at the time of your original enquiry: Name, Contact Telephone Number, and email address. This information will be collected via email, Social Media (direct message), Telephone or in person. At the time of your application we will collect more in-depth data from you such as: your current address, Current landlord's details, place of work, National Insurance Number, date of birth, financial circumstances, and additional third-party information.

##### Use

###### **How and why we use your personal data?**

We will use your personal data if we have a legitimate reason for doing so, E.g. During the application process we will use your data to obtain references, conduct identity checks, to determine affordability, and to comply with our legal and regulatory obligations. During your tenancy with us, we will also use your personal data to liaise with third party contractors, and outside agencies as per your Assured Shorthold Tenancy.

##### Share

###### **Who will we share your personal data with?**

We will share your personal data if we have a Legal Obligation to do so. We will share your personal data for the purpose of processing an application and we will share your personal data during your tenancy with us. The people we share your information with may include your workplace, external agencies, social Housing providers, private landlords, Police, Fire and health/medical services, Home options team, and Support/Advice Services. We may also share your personal data with the third-party contractors to carry out maintenance works during your tenancy with us.

##### Store

###### **How will we store your personal data?**

Applicable to Prospective, Current, and former tenants, from the outset of your enquiry your Personal Details will be stored on our secured, password protected Databases and servers. Hard copies of your information will be stored within our locked premises where only Bevers Property Management (Ltd) Representatives will have access. All our Data recording systems and files are renewed annually. If we have no legitimate reason for storing your data, we will archive and store this unless requested otherwise.

##### You Rights

###### **What are your Rights?**

Under the General Data Protection Regulations, you have the following rights:

- The right to request a copy of the data we hold for you and how we process it.
- The right to rectify to inaccurate data.
- The right to withdraw your consent at any time unless you are a current tenant, by which you are under obligation and if you choose to withdraw your data from us, you are in breach of your tenancy. If you wish to withdraw your data consent, you must do so in writing.
- The right to object to the processing, storing and sharing of your personal data.
- The right to be informed clearly of how we use, store, and share your personal data.

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