LANDLORD PRIVACY POLICY
Ian and Deborah Bagley - (Barton Trading) - V1.2 – 7/5/23

This Privacy Policy provides information about how the landlord processes and protects your personal data. Whilst the Landlord shall make every effort to keep the Tenant's personal details safe and secure, it may be necessary to share such information with trusted third parties. The Landlord will not divulge personal contact details to any other third-party organisation for marketing purposes without prior consent unless this is necessary to comply with a statutory obligation.

In this policy, "I", "me", "my", "the landlord" refers to **Ian or Deborah Bagley** and "you", "your", "the tenant" refers to any tenant and their family who has or had an Assured Shorthold Tenancy Agreement with the landlord. Or any other party directly supporting "the tenant", for example by providing funds for rent, deposit or acting as a guarantor.

"Personal data" means any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person (the "Personal Data").

How do I collect information from you?

When you:

- enquire about a property that I am advertising or am otherwise potentially making available to let
- enter into a new tenancy agreement
- renew an existing tenancy agreement
- engage with me in connection with a future, current or previous tenancy agreement

I will collect, store and process your personal data required specifically for these purposes only.

What type of information is collected from you?

The personal information I collect might include, but is not necessarily limited to:

- Your name
- Your address
- Your email address
- Your family circumstances, e.g. your partner(s) and number and ages of children.
- Your telephone numbers
- Your Passport or similar proof of identity
- Your proof of residency
- Your current situation and financial history

What's the lawful basis of processing your data?

Due to the nature of my business as a landlord, I process your data under the following categories of 'lawful basis of processing data' in accordance with the General Data Protection Regulations (GDPR) - https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing

Contractual Basis

By entering into a new or renewing an existing tenancy agreement, you and I enter into contract. I therefore require your personal data to comply with my contractual obligations under our agreement.

Legal obligation
Being a landlord, I offer services that are governed by UK law and parliamentary legislation and I have a legal obligation to collect and process information accordingly.

For example, I may be required to carry out tenant checks in line with Right-to-Rent – a legal requirement in the UK. I would ask for your personal information to confirm you have the right to reside in the UK.

I may on occasion have a legal obligation, when requested, to pass your personal information to a government department, for example; HMRC, The Department for Work and Pensions (DWP), the Police and/or other legal entities.

Legitimate interest

When you contact me regarding a past, current or potential future tenancy agreement, it demonstrates that you have a legitimate interest in the use of my products or services.

I may therefore wish to contact you to offer enhancements to the use of my services or recommend products or services offered by me or my trusted third-party partners that I believe may suit your requirements based on your profile, transaction history or enquiry.

How do I use your information?

I may use your information to:

- Carry out my legal obligations and duties arising from any contracts entered into by you and I.
- Seek your views or comments on the services I provide.
- Notify you of changes to my services.
- Send you communications which you have requested and that may be of interest to you.
- Engage with you generally, but only when necessary, about the effective running or support of a tenancy.

How long is your information kept?

I am legally required to hold some types of information to fulfil my statutory obligations (for example under Right to Rent checks).

I will securely store your personal information on my computer system or on cloud services for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with me. If you have a specific question relating to the length of time your information is held, please contact me.

Who has access to your information?

I will not sell or rent your information to third parties. Nor will I share your personal information with third parties for marketing purposes.

Third Party Service Providers working on my behalf

I may pass your information to our third-party service providers, agents, sub-contractors and other associated organisations for the purposes of completing tasks and providing services to you on my behalf (for example to fulfil a service such as a gas safety certificate).

However, when I use third-party service providers, I disclose only the personal information that is necessary to deliver the service. The third party are bound by the same regulatory framework and will be obliged to satisfy GDPR compliance obligations in their own right, but I make no assertions on their behalf in this regard.

Please be reassured that I will not release your personal information to other third parties unless you have requested me to do so, or I am required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

How you can access and update your information

The accuracy of your information is important to me. You have a right to see the information I hold about you and/or to change anything you think is incorrect. To do so please email me at **ian.bagley@bartontrading.com**