



JPLETTINGS & PROPERTY MANAGEMENT

Privacy Policy Notice– Landlord

This Privacy Policy sets out the basis on which we process any personal information we collect about you or that you provide to us.

We may change this Privacy Policy from time to time, so please check back frequently.

About us

For the purposes of UK data protection law, the data controller is JP Lettings & Property Management Limited of 199 Clarendon Park Road, Leicester, LE2 3AN.

Information we collect about you

We may collect and process the following information about you:

- Names
- Contact information (phone numbers, email addresses)
- Home address
- Date of birth
- Bank details
- Passport copy and other ID document copies

How is information collected

Information may be collected in the following ways:

- JP Lettings website registration
- Landlord registration form / terms of business
- Email
- Telephone
- In the office

How we use your information

Information collected may be used in the following ways:

- To contact you
- To send marketing details
- To use on tenancy documents

- To offer additional services
- If legal action is required
- For rental payment
- To set up and close down utility and council tax accounts

Lawful basis for processing your information

The legal basis for processing your personal information in these ways is typically one of the following:

- Performance of a contract. It is necessary for us to process your personal information to perform a contract with you, or for us to take steps on your instruction prior to entering into a contract with you.
- Legal obligations. It is necessary for us to process your personal information to comply with the law.
- Legitimate interests. It is in our legitimate interests to use your personal information to provide and promote our services, and to protect our business.
- Consent. You have consented to us using your personal information. You can withdraw this consent at any time by emailing info@jp-lets.com.

Sharing your information

Information collected may be shared with the following:

- Staff
- Tenants
- Guarantors
- Solicitors
- Court services
- Local council via utility switch provider
- Gas, electricity and water supplier via utility switch provider
- Contractors for maintenance works and payments
- Deposit scheme
- Relevant person paying deposit if not tenant
- Third parties for additional services offered
- HMRC

Storing your information

The information we store about you is stored on computer systems and computer software based in the European Economic Area (EEA).

We will store your personal information for as long as is necessary for the purposes for which it is processed. These periods will vary depending on the nature of the information and your interactions with us. You can contact us for further details.

Your rights

UK data protection law gives you the right to access your personal information, to object to the use of your personal information for certain purposes, and the right to erase, restrict or receive a machine-readable copy of your personal information. You can exercise any of these rights by contacting us at the address above or by emailing info@jp-lets.com . We will comply with the law in responding to your requests. That means that there may be some legal reasons why we cannot comply with all requests.

Contacting us

If you have any questions about this Privacy Policy or the way we handle your personal information, please contact us at: 27 High Street, Ruddington, Nottingham, NG11 6DW or info@jp-lets.com .

We hope that we will be able to answer any questions or concerns that you have. You have the right at any time to raise your concern with the Information Commissioner's Office at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Updated: 11 May 2018