

Personal Information and Data Protection

Dated: 20th May 2018

The information we hold on our tenants as a necessity for the performance of a contract is as follows.

Tenant (and Guarantor) Information

We store and use personal data which is a requirement for us to perform our contract with the tenant. This information includes:

- Title
- Full name
- Date of birth
- Home address (in the case of student tenants)
- Property address
- Email address(es)
- Phone numbers (mobile and home landline)
- Passport/Driving Licence copies

We hold this information for 6 years after the relationship has ended.

In order to obtain reference and right to rent checks for tenants we hold the following information: Full name, address, telephone numbers, email addresses, financial information, copies of photographic identification (such as a passport or driving licence) and copies of proof of address (such as a utility bill). We hold this information for the term of the tenancy plus 7 years.

We will pass personal data to utility suppliers and debt collectors in order to protect third party's vital interests.

Money Laundering

Tenants & Guarantors

Regarding "The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017", we are required to assess, hold and maintain personal data. This can include a copy of your passport or driving license, and/or a utility bill.

Soft 'Opt In' Marketing

Where a data subject has willingly provided their personal data requesting information about properties we market, in accordance with the 'soft opt in' marketing option, we will provide details of properties or make suggestions of other properties at a later date. Any email we send will be relevant to the tenant and their original request, therefore we do not spam with irrelevant emails.

BRYCE PROPERTIES

NO FEES - NO BILLS - NO DEPOSITS

Special Category Data

We **do not** hold Special Category Data (previously known as sensitive data) for any clients. Special Category Data consists of (although not necessarily limited to):

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);
- health;
- sex life;
- sexual orientation
- For more information: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

Who We Share Your Personal Data With

In order to effectively manage the tenancy, we will share some contact data with third parties. These are detailed as follows:

Contractors

We use multiple contractors to maintain and repair properties. Where necessary we will provide access arrangements (this may include tenant's contact details).

The data we hold will not be shared with other organisations for the purposes of marketing.