**Privacy Notice (Tenant)**

The ***Data Controller*** connected with this ***Privacy Notice*** is London Property Guru.

In this instance your data is being processed for the specific purpose of enabling you to rent a property.

The collection of your data for this purpose is under the ***Lawful Basis*** of Contract, because we need to process this information in order to execute a Tenancy Agreement between the Data Subject (Tenant) and the Landlord, who has instructed London Property Guru to act as their Agent in this matter.

The personal data we will collect and process about you in connection with this purpose is:

* Name
* Telephone number(s)
* Email Address
* Proof of ID (for Right to Rent checks)
* Proof of Address
* Bank details (for the repayment of the deposit)

In addition, we may collect other non-personal data regarding you, such as job title, employer and salary details to confirm you can pass our reference criteria.

Under the Lawful Basis referenced in paragraph 2, your data will be retained to the end of the financial year in which your tenancy ceases and for a further 6 years thereafter in accordance with HMRC requirements for financial record keeping.

At the end of this retention period your data will be destroyed using an approved method unless prevented by Court order.

Whilst we control your personal data we will need to share this data with the following parties, for the following purposes, in order to provide you with the services you are seeking from us:

Laptopa IT Solutions for the sole purpose of providing London Property Guru with IT services.

Goodlord Protect Ltd for the sole purpose of administering the tenancy agreement.

Let Alliance Ltd for the sole purpose of referencing tenants.

A tenancy deposit scheme provider, for the sole purpose of protecting your deposit.

Contractors for the sole purpose of providing Inventory, Check-In and Check-Out services including periodic property visits at the start, during and at the end of a tenancy. Specific company details, if required, can be confirmed to the data subject when arrangements are made for them to visit a property.

The Local Authority for the sole purpose of managing the tenant’s liability for council tax and other licensing requirements.

Utility Companies for the sole purpose of managing the tenant’s liability to pay for utility consumption whilst renting the property.

Contractors for the sole purpose of cleaning and maintaining properties let or managed by London Property Guru. Specific company details, if required, can be confirmed to the data subject when arrangements are made for them to visit a property.

The Property Ombudsman for the sole purpose of administering any investigation by them.

Under the General Data Protection Regulation, you, the Data Subject have certain rights regarding the control and processing of your personal data. Details regarding your rights can be found on the Information Commissioner’s Office (ICO) website (https://ico.org.uk/your-data-matters/).

Should you wish to contact London Property Guru in order to exercise any of these rights, please email using the following email address: info@londonpropertyguru.com . Alternatively, please call +44 0208 543 1953 .

Recognising the importance of personal data to our consumers, we endeavour to put in place appropriate organisational and technical measures to protect that data.

As a consumer of our services we may occasionally contact you to make you aware of other similar services we offer, which we feel could be of assistance to you. Such communications will be sent to you under the Privacy and Electronic Communications Regulations and you will be given the option to opt out of similar communications on each occasion.

Should you have any concerns regarding the way an organisation is processing your personal data, the ICO recommends that in the first instance you contact the organisation concerned. If the organisation does not address those concerns in an appropriate manner, you then have the option to escalate the issue to the ICO. If you wish to contact us because you have concerns about our use of your personal data, please contact us using the details provided in paragraph 7.2.

This Privacy Notice is kept under review and it is update as appropriate. It was last updated on 09.05.2024.