

## **Landlord Privacy Notice**

Neal Associates Ltd, is committed to protecting and processing your personal data in accordance with the General Data Protection Regulations and the Data Protection Act 2018 (the legislation). For the purpose of the legislation and your personal data, Neal Associates Ltd, is the Data Controller, Caroline Coles, is the person responsible for data protection and can be contacted at Ground Floor Offices, Hillcrest, St Mellion, Saltash. PL12 6RJ.

The General Data Protection Regulations are to safeguard your personally identifiable information or personal data. This privacy notice will be regularly reviewed and updated.

### **Information held**

The personal data we process may include the information in column A of the attached appendix. Where the provision of data is a statutory, a contractual requirement or a requirement necessary to enter into a contract, a refusal to provide the data may mean that we are unable to provide you with our service.

To ensure that we provide you with the best service possible we will need to collect and retain certain personal data. The data may be collected and processed by those listed in columns B and F. How we source the data is identified in column C. We may source data from third parties or via third parties e.g. Land Registry or local authority licensing schemes.

### **Lawful basis of processing**

Your personal data will be used for the activities in column D. There are six lawful bases for processing your data including consent, a legitimate interest, contract fulfilment, a legal obligation and a vital interest. For each usage of the data the lawful basis of the processing of your data will be identified in column E. A legitimate interest is when we have a business or commercial reason to process your personal data which needs to be balanced with your interests i.e. what is right and best for you.

Where we state that we have a legitimate interest, the fact that we have a legitimate interest and what that legitimate interest is, will be stated in column E, e.g. to keep in touch with you during the tenancy; to contact you when we need your consent.

### **Online identifiers, IP addresses and cookie identifiers**

When you visit our website we may collect information about your computer, including (where available) your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns.

We may obtain information by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will

refuse cookies, our system will issue cookies when you log on to our site. You can find more information about cookies at [www.allaboutcookies.org](http://www.allaboutcookies.org)

This policy only applies to our site. If you leave our site via a link or otherwise, you will be subject to the privacy policy of that website provider. We have no control over that privacy policy or the terms of the website and you should check their privacy policy before continuing to access the site.

## **Recipients of personal data**

It will be necessary for us to process or share all or some of your personal data with a range of individuals, businesses and organisations and these may include those listed in column F.

## **Where is the data stored?**

Your personal data is stored in the way described in column G and the data is always stored within the European Union or outside of the European Union but with an organisation operating under the General Data Protection Regulations.

## **Retention period and criteria used to determine the retention period**

We will retain some elements of your personal data for up to the time defined in column H after we cease to be your agent. The information which can be anonymized will be that which is no longer required for either contractual fulfilment or a legitimate interest. If the lawful basis for processing your data was consent then you may withdraw such consent at any time.

## **Your rights**

You have a right of access to check your personal data to verify the lawful basis of processing. We are obliged to respond to an access request within 30 days and may not charge a fee unless the request is unfounded, excessive or repetitive. If a fee is charged it is to be a reasonable fee based upon the administrative cost of providing the information.

You have a right to rectification if the data we hold is either inaccurate or incomplete. If your data has been disclosed to third parties then we must inform them of the rectification, where possible.

You have a right to require erasure of your data when consent is our basis of processing (the right to be forgotten). You may request that your personal data be erased, for example, where there is no compelling reason for its continued processing or where you withdraw consent. We will comply with your request unless we have another basis of processing justifying our retaining the data (for example a legal requirement or the defence of a legal claim).

You have some rights to ask us to restrict processing i.e. to block or suppress processing where, for example, the data may be incorrect and whilst the accuracy is verified. We are permitted to store the data.

## **Your right to object**

You do have a right to object to further processing of your personal data. We may be required to stop processing unless there is some other legitimate basis of processing such as a legitimate interest or a requirement for the exercise or defence of a legal claim.

## **Withdrawal of consent**

Where the lawful basis for processing is your consent, you may withdraw consent at any time by writing to, Caroline Coles, Neal Associates Ltd, at Ground Floor Offices, Hillcrest, St Mellion, Saltash. PL12 6RJ or emailing [enquiries@nealassociates.co.uk](mailto:enquiries@nealassociates.co.uk)

## **How to lodge a complaint with the supervisory authority**

The supervisory authority responsible for data protection is the Information Commissioners Office (ICO) to whom concerns may be reported by phone on **0303 123 1113** or +44 1625 545 745 if calling from outside the UK, by email using the form on the website [ico.org.uk](http://ico.org.uk) or the livechat function.

Data controller: Neal Associates Ltd		Data Subject: Landlord					
Information held	Who is collecting it?	How is it collected?	Why is it collected (what are we going to do with it?)	Lawful basis for processing	Who will it be shared with?	How is it stored?	When will it be deleted?
	Column A	Column B	Column C	Column D	Column E	Column F	Column G
Landlord name	Staff	In office, face to face, over the phone, email, self registration,	To use on Contract  AML due diligence checks, Verify proof of identity, verify proof of ownership	Contractual fulfillment/Complying with the law  Compliance with the law	Staff, book keeper, Tenant, utilities & contractors, back up/cloud/software provider, IT Provider  Online identity verification provider	Paper, filing cabinet/electronic/software provider/cloud  Paper, filing cabinet/electronic/software provider/cloud	6 years after cancellation of contract between Landlord and Agent  6 years after cancellation of contract between Landlord and Agent
			To use in Landlords Information Sheet (about each property to be let)	Contractual fulfillment	Staff, back up/cloud/software provider, IT Provider  Staff, policy provider, legal team in event of a claim, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after cancellation of contract between Landlord and Agent
			Advise on Rent Guarantee and Legal Expenses provided by us	Contractual fulfillment	Staff, Tenant, utilities & contractors, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after cancellation of contract between Landlord and Agent
			To be able to contact Landlord	Contractual fulfillment	Staff, Tenant, Deposit Scheme, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after end of Tenancy
			To use on deposit prescribed information	Contractual fulfillment/Compliance with the law	Staff/Book keeper, back up/cloud/software provider, IT provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after end of Tenancy or 6 years after cancellation of contract between Landlord and Agent
			To produce Financial Statements and Invoices for rent received	Contractual fulfillment/Compliance with law	Staff, Tenant, Solicitor, Court Services, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after cancellation of the contract between Landlord and Agent
			If legal action is needed	Contractual fulfillment	Staff, Tenant, utilities & contractors, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after cancellation of contract between Landlord and Agent
			If we are required to instruct a third party Company (Landlord Advice UK) to serve any legal notices on Landlords behalf	Contract fulfillment/Compliance with the law	Staff, Tenant, utilities & contractors, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after cancellation of contract between Landlord and Agent
Landlord Contact details	Staff	In office, face to face, over the phone, email, self registration,	To use on Contract  AML due diligence checks, Verify proof of identity, verify proof of ownership	Contractual fulfillment/Complying with the law  Compliance with the law	Online identity verification provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after cancellation of contract between Landlord and Agent
			To use in Landlords Information Sheet (about each property to be let)	Contractual fulfillment	Staff, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after cancellation of contract between Landlord and Agent

							Contractual fulfillment	Staff, Tenant, utilities & contractors, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after cancellation of contract between Landlord and Agent
			To be able to contact Landlord		Contractual fulfillment/Compliance with the law		Contractual fulfillment/Compliance with the law	Staff, Tenant, Deposit Scheme, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after end of Tenancy
			To use on deposit prescribed information		Contractual fulfillment/Compliance with the law		Contractual fulfillment/Compliance with the law	Staff/Book keeper, back up/cloud/software provider, IT provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after end of Tenancy
			To produce Financial Statements and Invoices for rent received		Contractual fulfillment/Compliance with the law		Contractual fulfillment/Compliance with the law	Staff, Contractors, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after end of Tenancy
			To provide details to Contractor		Contract fulfillment		Contract fulfillment	Staff, book keeper, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after end of the Tenancy
			To chase rent arrears		Contract fulfillment		Contract fulfillment	Staff, Tenant, Solicitor, Court Services, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after end of Tenancy or 6 years after cancellation of contract between Landlord and Agent
			If legal action is needed, for example, possession claim		Contract fulfillment/Compliance with the law		Contract fulfillment/Compliance with the law	Staff, Landlord Advice UK or such other party as instructed by the Landlord/back up/cloud/software provider/IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after cancellation of the contract between Landlord and Agent
			If we are required to instruct a third party Company (Landlord Advice UK) to serve any legal notices on Landlords behalf		Contract fulfillment/Compliance with the law		Contract fulfillment/Compliance with the law	Staff, Book keeper, Bank platform/ back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	Immediately contract between Landlord and Agent ceases
Landlord Bank Details	Staff	Landlord Information Sheet	To process payment		Contract fulfillment/Compliance with the law		Contract fulfillment/Compliance with the law	Staff/HMRC/back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after the Tax year in question
Certificate of Exemption	Staff	HM Revenues & Customs	To process payment of rent		Contract fulfillment/Compliance with the law		Contract fulfillment/Compliance with the law	Staff, Book keeper, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after the Tax year in question
Landlord's Accountants name	Staff	Over the phone/email/letter	To supply details of income/expenditure for Landlords Tax Return		Contract fulfillment/Compliance with the law		Contract fulfillment/Compliance with the law	Staff, Book keeper, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after the Tax year in question
Landlord's Accountants contact details	Staff	Over the phone/email/letter	To supply details of Landlords Tax Return		Contract fulfillment/Compliance with the law		Contract fulfillment/Compliance with the law	Staff, Book keeper, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after the Tax year in question
Landlord's Solicitors name	Staff	Over the phone/email/letter	To supply details relevant to a sale of a Landlord's property OR to serve Notice on Tenant		Contract fulfillment/Compliance with the law		Contract fulfillment/Compliance with the law	Staff, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after property sold or 6 years after cancellation of contract between Landlord and Agent
Landlord's Solicitors contact details	Staff	Over the phone/email/letter	To supply details relevant to a sale of a Landlord's property OR to serve Notice on Tenant		Contract fulfillment/Compliance with the law		Contract fulfillment/Compliance with the law	Staff, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after property sold or 6 years after cancellation of contract between Landlord and Agent
Court stamped Power of Attorney	Staff	In person/ letter/email	To enable us to fulfil Landlords obligations under Terms of Business and Tenancy Agreement		Contractual fulfillment/complying with law		Contractual fulfillment/complying with law	Staff, back up/cloud/software provider, IT Provider	Paper, filing cabinet/electronic/software provider/cloud	6 years after cancellation of contract between Landlord and Agent