



SJ LETTINGS LIMITED

Personal Data Privacy Notice

This notice explains what information we collect, when we collect it, and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. This notice's purpose is to inform you of how we will handle your information.

Who am I?

SJ Lettings Limited at 52 Lewes Road, Brighton, BN2 3HW we take the issue of security and data protection very seriously and strictly adheres to guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number ZB778542 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Simon Jeffries

Any questions relating to this notice and our privacy practices should be sent to simon@sjpropertyservices.com

How we collect information from you and what information I collect

We collect information about you:

- From your application for accommodation
- From your application for acting as guarantor

We collect the following information about you:

- Prospective tenants and/or guarantor names, email address, date of birth, address (including any previous addresses, relationship to other prospective tenants, employment status, name of university or college where you are studying (if applicable));
- Tenant name, email address, telephone number, Date of Birth, address (including any previous addresses), marital status, National Insurance Number, nationality, next of kin, name of university or college where you are studying (if applicable), the name of friends that you are staying with (if applicable);





- Guarantor name, e-mail address, telephone number, Date of Birth, address (including any previous addresses), marital status, National Insurance Number, nationality, next of kin (if applicable);
- Property address; term, ownership details, mortgage details, title deed, rent, deposit, utility and service responsibilities.
- The employment status of tenants and/or guarantors, address, contact details (including email, phone and fax numbers) of the employer/accountant, payroll numbers, length of employment, salary information (including any regular overtime or commission), and any other income received.
- Bank account details of the tenant and prospective tenants, including account number and sort code, and any hire purchase/loan agreements/credit cards or store cards that you have; and any welfare benefits that you may be eligible for, or are currently on.

Why we need this information about you and how it will be used

We need your information and will use your information:

- to undertake and perform our obligations and duties to you in accordance with the terms of our contract with you.
- to enable us to supply you with the services and information which you have requested.
- to help you to manage your tenancy.
- to carry out due diligence on any prospective tenant and/or guarantor, including whether there is any money judgements against them, or any history of bankruptcy or insolvency.
- to analyse the information, we collect so that we can administer, support and improve and develop our business and the services we offer;
- to contact you in order to send you details of any changes to our suppliers which may affect you; and
- for all other purposes consistent with the proper performance of our operations and business.

Sharing of Your Information

Any sharing of your personal information to 3rd parties will only be strictly if related to the past, current or future tenancy agreement / accommodation.

Tenants, information sharing to 3rd parties are stated in signed agreements but include utility companies including council tax, internet providers, digital tv, tv licensing, contractors who are instructed by SJ Property to carry out requested repairs and maintenance. We also hold an obligation if requested to share your personal data with local authorities.





Guarantors, Any sharing of your personal information to 3rd parties will only be strictly if related to the past, current or future tenancy agreement / accommodation and tenant you have agreed to act on behalf of. This includes any debt collection agencies, utility companies including council tax, internet providers, digital tv , tv licensing, contractors who are instructed by SJ Property to carry out requested repairs and maintenance. We also uphold an obligation if requested to share your personal data with local authorities.

The information you provide to us will be treated as confidential /[and will be processed only by any third party, acting on my behalf, within the UK/EEA]

We may disclose your information to other third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- If we enter into a joint venture with or merge with a business entity, your information may be disclosed to our new business partners or owners;
- To carry out due diligence on you as a prospective tenant/ guarantor, including but not limited to the carrying out of affordability checks, due diligence checks and the obtaining of references from relevant parties, whose data you have provided;
- If you request so, your information shall be disclosed in order to determine if there are any money judgements against you, as the prospective tenant/guarantor, or to determine if they have a history of bankruptcy or insolvency;
- If you are unable to make payments under your tenancy, your information may be disclosed to any relevant party assisting in the recovery of this debt or the tracing of you as a tenant; and
- In the creation, renewal or termination of the tenancy, your information will be disclosed to the relevant local authority, tenancy deposit scheme administrator, service/utility provider, freeholder, factor, facilities manager or any other relevant person or organisation in connection with this.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to me/ us without your consent.

Transfers outside the UK and Europe

Your information will only be stored within the UK and EEA

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe.

We store any information on a password protected internal server which only SJ Employees have access to within the office. All SJ Property Employees sign a GDPR declaration upon employment.





Once our server has been accessed, we hold a secondary password for any use, downloading, uploading of personal information. Any potential misuse of data will instantly notify the data controller.

How long we will keep your information

we review data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Our main requirements and storage of any personal information are against the property/accommodation that has been applied for, is active or expired.

We have a legal obligation to store certain documents for certain time period following the termination of any guarantor agreement or AST contract tenancy,

Tenant's and guarantor contact information can be held for up to 1 year (12 months) following the termination and expiry of agreements. This information storage is for the purposes of any debts, illegal activity or related to the property and the defaults following the end of the agreements.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in my records;
- require us to correct any inaccuracies in your information;
- make a request to us to delete what personal data of yours we hold; and
- object to receiving any marketing communications from us.

If you would like to exercise any of your rights above please contact me/us at simon@sjpropertyservices.com

Should you wish to complain about the use of your information, we would ask that you contact us to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:





England:

Information Commissioner's Office Wycliffe House, Water Lane Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.org.uk

Scotland:

The Information Commissioner's Office – Scotland Queen Elizabeth House, Sibbald Walk

Edinburgh, EH8 8FT Telephone: 0303 123 1115 Email: Scotland@ico.org.uk

Wales

Information Commissioner's Office 2nd floor, Churchill House Churchill way, Cardiff, CF10 2HH

Telephone: 0330 414 6421

Email: wales@ico.org.uk

Northern Ireland:

The Information Commissioner's Office – Northern Ireland 10th Floor, Causeway Tower

9 James Street South Belfast, BT2 8DN Telephone: 0303 123 1114 Email: ni@ico.org.uk

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.

Data Protection Registration Certificate Sj Lettings Limited

52 Lewes Road Brighton

BN2 3HW

Registration reference: ZB778542 Date registered: 07 October 2024

Registration expires: 06 October 2025 Data Protection Officer

Email: simon@sjpropertyservices.com

Issued by: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 0303 123 1113 Website: ico.org.uk

