

Privacy Notice for Tenants (GDPR Compliant)

Last updated: 1 December 2025

1. Introduction

This Privacy Notice explains how I (the “Landlord”) collect, use, store, and protect your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

I am committed to safeguarding your personal data and being transparent about how it is used.

2. Data Controller

Name of Landlord / Company: Warwick Road Properties LTD

Address: 116 The Vale, Golders Green, London, NW11 8SL

Telephone: 020 8819 4091

3. What Personal Data I Collect

I may collect and process the following categories of information about you:

Identity Information

- Full name
- Date of birth
- Nationality
- Photo ID (passport, driving licence, etc.)

Contact Information

- Phone number
- Current and previous address(es)

Tenancy Application Information

- Employment details
- Reference information
- Credit check information
- Guarantor details (if applicable)

Financial Information

- Bank details (for rent payments)
- Income and affordability information

Tenancy-Related Information

- Details relating to rent payments
 - Records of communication
 - Maintenance/repair requests
 - Inventory records
 - CCTV footage (if applicable in communal areas only)
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4. How Your Data Is Collected

Your data may be collected through:

- Direct communication (phone, email, forms, tenancy applications)
 - Letting agents acting on my behalf
 - Reference providers (employers, previous landlords)
 - Credit reference agencies
 - Guarantors
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5. Why I Use Your Personal Data (Legal Basis for Processing)

I use your personal data for the following purposes:

Performance of the tenancy agreement

- Assessing tenancy applications
- Managing and administering your tenancy
- Maintaining the property and handling repairs
- Communicating with you about your tenancy

Legal obligations

- Right-to-Rent checks
- Compliance with local authority requirements
- Responding to lawful requests from the police or government bodies
- Tax and accounting records

Legitimate interests

- Protecting the property
- Recovering unpaid rent
- Ensuring the safety and security of tenants
- Using CCTV (if applicable)

Consent

- Where applicable, e.g., sharing information with third parties not covered under other legal bases.
You may withdraw consent at any time.
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6. Who I Share Your Data With

Your data may be shared with:

- Letting or managing agents
- Contractors or maintenance professionals
- Utility companies (with your consent or when legally required)
- Deposit protection schemes (e.g., DPS, TDS, MyDeposits)
- Credit reference agencies
- Debt recovery or legal professionals
- Local councils or government authorities, where required
- Emergency services (if necessary for safety)

I only share the minimum necessary information.

7. How Long Your Data Is Kept

Your personal data will be retained only as long as necessary to fulfil the purposes outlined above, including:

- **During the tenancy**
- **Up to 6 years after the tenancy ends**, to comply with legal, tax, and record-keeping obligations

After this period, your data will be securely deleted or anonymised.

8. How Your Data Is Stored and Protected

I take appropriate technical and organisational measures to protect your personal information, including:

- Secure digital storage with access restrictions
 - Encrypted devices where possible
 - Secure disposal of physical documents
 - Limiting access to only those who need the information
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9. Your Rights Under GDPR

You have the following rights over your personal data:

- **Right to access** – request a copy of your data
- **Right to rectification** – correct inaccurate or incomplete data
- **Right to erasure** – request deletion of your data (in certain circumstances)
- **Right to restrict processing** – limit how your data is used
- **Right to data portability** – request transfer of your data to another organisation
- **Right to object** – object to certain types of processing
- **Right to complain** – to the Information Commissioner’s Office (ICO)

ICO Contact Information

Information Commissioner’s Office
Website: ico.org.uk
Helpline: 0303 123 1113

10. Contact Me About Your Data

If you have any questions or wish to exercise your rights, you can contact me at:

Name: Warwick Road Properties LTD
Telephone: 020 8819 4091
Address: 116 The Vale, Golders Green, London, NW11 8SL